



2010–2011

Hudson Bend Middle School Student/Parent
Handbook and Student Code of Conduct

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Lake Travis Independent School District

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Austin, Texas 78738
Dr. Rockwell Kirk, Superintendent
Telephone: 512-533-6000
Fax: 512-533-6001
www.ltidschools.org

Lake Travis Independent School District Campuses

Lake Travis Elementary School

15303 Kollmeyer Dr.
Austin, Texas 78734
Karen Miller-Kopp, Principal
Jodie Villemaire, Assistant Principal
Telephone: 512-533-6300
Fax: 512-533-6301

Lakeway Elementary School

1701 Lohmans Crossing Road
Austin, Texas 78734
Sam Hicks, Principal
Telephone: 512-533-6350
Fax: 512-533-6251

Bee Cave Elementary School

14300 Hamilton Pool Rd.
Austin, Texas 78738
Janie Braxdale, Principal
Telephone: 512-533-6250
Fax: 512-533-6251

Lake Pointe Elementary School

11801 Sonoma Dr.
Austin, Texas 78738
Heidi Gudelman, Principal
Telephone: 512-533-6500
Fax: 5132-533-6501

Serene Hills Elementary School

3301 Serene Hills Drive
Austin, TX 78738
Allison Cobb, Principal
Telephone: 512-533-7400
Fax: 512-533-7401

Lake Travis Middle School

3322 Ranch Road 620 South
Austin, Texas 78738
Russell Maedgen, Principal
Janet Pyne, Assistant Principal
Telephone: 512-6200
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Hudson Bend Middle School

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Austin, Texas 78734
Debbie Aceves, Principal
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Telephone: 512-533-6400
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Lake Travis High School

3322 Ranch Road 620 South
Austin, Texas 78738
Kim Brents, Principal
Mark Robinson, Associate Principal
Karen Reich, Associate Principal
Angela Frankhouser, Assistant Principal
Roy Hudson, Assistant Principal
Andy Paulson, Assistant Principal
Telephone: 512-533-6400
Fax: 512-533-6401

Board of Trustees

Jason Buddin
Alan Williams
Lisa Johnson
Alex Alexander
Fred Goff
Guy Clayton
Mayo Davidson

Administration

Superintendent of Schools

Dr. Rockwell Kirk, Ed.D.

Deputy Superintendent and General Counsel

Susan Bohn

Assistant Superintendent of Student Support Services

Becky Burnett

Assistant Superintendent of Technology and Information Systems Services

Sean Casey

Assistant Superintendent of Business & Financial Services

Johnny Hill

Assistant Superintendent of Curriculum & Instructional Services

Myra Pettit

Student Holidays

September 6..... Labor Day
September 30..... Early Release
October 29 Staff Development/Student Holiday
November 22-23 Staff Development/Student Holiday
November 24 – 26..... Thanksgiving
December 20 – December 31 Winter Break
January 17 Staff Development/Student Holiday
March 14 – 18 Spring Break
April 22..... Student/Staff Holiday
May 30... Student/Staff Holiday

Bad Weather Days: February 21 and June 3

Campus Hours

8:35 a.m. – 3:45 p.m. Hudson Bend Middle School

Grading Period

First Semester

August 23 – October 22
October 25 – January 14

Second Semester

January 18 – March 25
March 28 – June 3

PREFACE

To Students and Parents:

Welcome to school year 2010–2011! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

Section II—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Lake Travis Independent School District ***Student Code of Conduct***, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted online or available in the principal’s office.

The student handbook is designed to be in harmony with board policy and the ***Student Code of Conduct***. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the ***Student Code of Conduct*** and any provisions of the student handbook, the provisions of board policy or the ***Student Code of Conduct*** that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms located in the appendix of this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;

[See **Obtaining Information and Protecting Student Rights** on page 5 and **Directory Information** on page 9 for more information.]

District Policies

The LTISD Board Policy Manual which contains the official, Board-approved, policies of the District is available at the LTISD web site, www.ltisdschools.org, and in the office of the Deputy Superintendent and General Counsel at the Central Administration Building.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Middle School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Lake Travis Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Susan Bohn, Deputy Superintendent and General Counsel, 533-6483 and Holly Morris-Kuentz at 533-6024.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Becky Burnett, Assistant Superintendent of Student Support Services Diana Davison, Director of Special Services, 533-6460.
- All other concerns regarding discrimination: See the Deputy Superintendent and General Counsel Susan Bohn at 533-6483.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 21.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 533-6400 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 38.]
- Becoming a school volunteer. [For further information, see policies at GKG and the campus directly.]
- Participating in campus parent organizations. Parent organizations include: PTO, Student Mentor, Campus Volunteers, Athletic Booster Club, and Campus Advisory Team.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus directly.

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

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(LEGAL).]

“Opting Out” of Surveys and Activities

Unless a law requires a student to participate in a survey, as a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, 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.]

Limiting the Display of a Student’s Artwork and Projects

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the

field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 14.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 31 and policy EC(LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the **Student Code of Conduct**.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee 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. See the superintendent or designee for information. [See policy FDB.]
- To request the 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 has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Options and Requirements for Providing Assistance to Students

(Who Have Learning Difficulties or Who Need or May Need Special Education)

The reauthorization of the Individuals with Disabilities Education Act (IDEA), in conjunction with No Child Left Behind (NCLB), now mandates that the district use a process that determines a child's response to interventions *prior* to determining whether or not the child has a learning disability. In response to this mandate, LTISD has developed an intervention process to address the unique needs of struggling learners. This process is called The Assessment for Learning Intervention Process (A4L Intervention).

Lake Travis ISD's A4L Intervention Process provides educators with a process for delivering quality, research-based instruction using the District's Curriculum plus other intervention resources. The model provides a foundation for

reducing the prevalence of struggling students by creating a seamless K-12 instructional system aligned with **federal** and **state** legislative requirements. Lake Travis ISD's A4L Intervention Process includes a data collection system which helps teachers make decisions concerning a student's responsiveness to interventions.

If a child is experiencing learning difficulties, the parent may contact the campus A4L Coordinator to learn more about the intervention services available to their child. The implementation of the A4L Intervention Process has the potential to have a positive impact on students who experience learning difficulties.

A parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. If the district determines that an evaluation for special education services 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 his or her rights if the parent disagrees with the district.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

504

Section 504 of the Rehabilitation Act of 1973 (29 USC 794 34 CFR Part 104) is a broad civil rights law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Section 504 prohibits discrimination against persons with disabilities, including students, district patrons and staff members, by school districts receiving federal financial assistance. For additional information regarding the eligibility and supports available to students protected by Section 504 of the Rehabilitation ACT, please contact the campus principal.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Such records may be disclosed only to: parents; District staff members who have a legitimate educational interest; various governmental agencies; individuals granted access in response to a subpoena or court order; or a school or institution of postsecondary education to which a student seeks or intends to enroll 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 principal is custodian of all records for currently enrolled and former students at the assigned school.

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information 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 your child's first day of instruction for this school year. [See the "Denial of Release of Student Directory Information" form in the forms packet.]

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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

be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school at 533-6400.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is single or double blocked.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. Notes explaining the student's absence should be submitted the day the student returns to school following the absence.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Parent phone calls do not cause the absences to be excused; a doctor's note is required after 3 days. [See FEC(LOCAL).]

Excused absences are recognized for the following reasons:

1. Illness, quarantine of the student or the immediate family- a doctor's note may be required after three or more consecutive days. A parent may call the school and request assignments after a student's third consecutive absence.
2. Death of an immediate family member or a family emergency which could not be anticipated.
3. Participation in a school-sponsored activity.

4. Participation in medical or dental appointments – written verification required from the physician’s office.
5. Observance of a religious holiday under TEC 25.087.
6. Participation in activities related to Child Protection Services or the Juvenile Justice System.
7. Teen parent absences to take care of his or her child.
8. Absences related to migrant workers.
9. Days missed as a runaway.
10. Participation in a substance abuse rehabilitation program.
11. Homeless, as defined by law.
12. Appearing at a governmental office to complete paperwork required in connection with the student’s application for United States citizenship or taking part in a United States naturalization oath ceremony.
13. Student with diagnosed autism spectrum disorder when attending health care appointments related to the disorder.

ANNOUNCEMENTS

Announcements are made at the end of fourth period at HBMS via the public address (PA) system, which includes important information such as directions for assemblies, meetings, activities, and safety drills. Teachers and students should listen carefully to all announcements. Daily announcements are also posted on the campus Web sites.

BRINGING MONEY TO SCHOOL

Students should bring only enough money for lunch or other necessities of each day. The cafeteria, office, and teachers will not be able to loan money to students for lunch. The school is not responsible for money left in lockers, classrooms, or in the gym.

BULLYING

Bullying occurs when a student or group of students repeatedly directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student’s property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

CAREER AND TECHNOLOGY PROGRAMS

HBMS offers career and technology programs in Teen Skills, Technology Applications, and Video Broadcasting.

Lake Travis Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CHEATING

Cheating includes copying the work of another student or allowing one’s work to be copied, talking during a test, sharing the contents of or answers to any exam or test with another student, or plagiarizing the work of another author. A grade of zero will be assigned to any assignment or test involved and other disciplinary actions may be taken as outlined in the code of conduct. **Cheating is an automatic exclusion from NJHS.**

CLINIC

The school has a clinic staffed by a school nurse who provides services to assist parents and teachers in promoting the health of the student to enable him/her to function to the maximum of his/her capabilities. The nurse promotes the health of students by providing emergency care and first aid; vision, dental, scoliosis, and hearing screening; communicable disease control; and counseling on individual health problems. The nurse is also a health resource for the school faculty. A student must obtain a pass from a teacher before going to the clinic. The nurse will determine if the student is to stay at school or go home. Students may not call or text the parent with their cell phone or the office phone before going to the nurse. The student may call the parent from the nurse's office.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. 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.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, 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.

COMPUTER USE/INTERNET ACCESS

A student will be permitted to use District computers and to appropriately access the Internet only if the student and/or the parent sign the form acknowledging the District's Computer Acceptable Use Policy. All student computer use shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers and/or the Internet will result in denial or restriction of the privilege to use the District's computers and possible further disciplinary action in accordance with the Student Code of Conduct.

Students and their parents should be aware that e-mail using district computers are not private and will be monitored by district staff.

CONFERENCE PERIODS/PARENT CONFERENCES

Each core area (mathematics, science, social studies, and English language arts) teacher is assigned one period per day to be used for parent conferences as well as planning and preparing for class work. Teachers can be contacted through their voice mail or email to set a date and time for a conference with a teacher and/or grade level academic team.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a ***Student Code of Conduct*** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the ***Student Code of Conduct***. Students and parents should be familiar with the standards set out in the ***Student Code of Conduct***, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the ***Student Code of Conduct*** and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

For purposes of this provision, "school property" shall include the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-sponsored activities. For purposes of this provision, "public property" shall include any street, highway, alley, public park, or sidewalk. For additional information, please see the LTISD Student Code of Conduct.

Cell Phones, Cameras, and Other Electronic Devices

Students are not permitted to possess such items as, I-pods, CD players, tape recorders, other digital musical players, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and stored away during the instructional day, including during all testing. The use of cell phones in locker rooms, restroom areas and any other common area at any time while at school is strictly prohibited. The school is not responsible for lost or stolen items of this nature.

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school will charge the owner \$15.00 for the release of telecommunications devices [See policy FNCE.]

Social Events

School rules apply to all school social events.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Your child should stay home if he/she develops flu-like symptoms.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of opportunity.

Personal Counseling

In addition to academic concerns, the school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should fill out a Student Request to See a Counselor Form in the main office. Counseling services are not intended to provide ongoing psychological therapy; however, counselors have information available to assist with referrals to community psychologists and other services for therapy and will continue to monitor progress upon parent request.

Psychological Exams, Tests, or Treatment

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

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the assistant superintendent of curriculum and instructional services. Such examinations shall assess the student's mastery of the essential knowledge and skills and shall be approved by the Superintendent or designee.

The minimum eligibility requirement shall be that the student has had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records.

The passing exam grade will appear on the student's transcript but is not averaged into the student's GPA. A failing course grade will not be removed from the student's transcript.

On approval of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. [See FDD]

Credit by examination shall not be used to gain eligibility for participation in extracurricular activities.

Tests shall be administered according to procedures approved by the Superintendent or designee.

A fee shall be charged for this examination in accordance with policies at FP.

CREDIT BY EXAM

(If a Student Has Not Taken the Course)

Examinations for acceleration shall be administered in June and August and those dates will be placed in District publications, as appropriate. Please contact the counselor for more information.

A student planning to take an examination for acceleration shall be required to register with the principal or designee no later than 30 days prior to the scheduled testing date on which the student wishes to take the test.

The District shall not charge for an examination for acceleration on the published dates or alternate dates. The District may deny a parent's or student's request for an alternate examination or alternate date. If the District grants a request for an alternate exam, it may use a test purchased by the parent or student from a source approved by the State Board of Education.

For courses in grades 6–8, approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules, whereby a student must score 90 percent on a criterion-referenced test for the applicable course.

Grades earned through credit by examination shall not be included in the student's grade point average (GPA). [See EIC]

[For further information, see EEJB(LOCAL).]

DAILY PLANNER

Students are required to purchase a middle school student daily planner. Planners are available to purchase at the school store. Students are required to complete the daily objective and homework for each subject area on a daily basis. Parents should monitor the daily planner and develop a daily homework routine. Parent signatures may be required on a weekly basis. There will be a section on the daily planner for comments or questions by parents and teachers.

DANCES

The middle schools sponsor school dances for seventh and eighth graders. Only students enrolled at each individual middle school are permitted to attend their respective dances. Once inside the dance, a student is not allowed to leave the area and re-enter. Dances are scheduled in the evening. Parents are responsible for transportation to and from the dances and are encouraged to be prompt when picking up their child. Sixth grade students will be offered opportunities to socialize at grade level parties held several times during the school year. **Students not in attendance during the school day, in ISS, in AEP, suspended, or expelled from school are prohibited from attending dances or parties.**

DISCRIMINATION, HARASSMENT, RETALIATION, AND DATING VIOLENCE

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the office of the General Counsel and the districts web site, www.ltidschools.org.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Sexual Harassment

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook can be pre-purchased throughout the year for all interested students. The yearbooks will be delivered in May/June.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, invitations, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the main office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the **Student Code of Conduct**. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated,

distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DETENTION HALL

A student who violates the school's rules of conduct may be detained for one hour sessions that are offered Tuesday-Friday from 7:30 – 8:30 a.m. Saturday School is held at HBMS and may be implemented if needed (8:30-11:30 a.m.).

Parents may be given notice before a student is assigned to detention hall in order to make arrangements for transportation. **Parents are responsible for providing transportation**, If detentions are not served, students will be referred to the assistant principal for further disciplinary action.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- No hats, caps, bandanas, or sweat bands allowed on campus except for medical or religious purposes;
- No inappropriate jewelry, chains, or accessories (pacifiers, spikes, collars, safety pins, etc.);
- Skirts, dresses, and shorts must be at least fingertip length (with relaxed shoulders);
- No pajama or bedtime attire (including slippers);
- No shredded garments;
- No sagging pants (waistband must rest on top of hip bones). Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. No wide legged pants (no wider than 8" diameter) or low crotch jeans or pants allowed. Pants should be the appropriate size for the student;
- Midriffs must be covered - No see-through clothing;
- No tank tops or spaghetti straps allowed. Sleeveless shirts should extend to the edge of the collarbone and fit appropriately under the arm;
- Hairstyles should not be distracting and hair color should be within the normal color spectrum (no blue, pink, purple, green);

- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous and that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; Slogans, and graphics on clothing must be appropriate for school (ex. No profanity, alcohol, drug, tobacco, sex, inappropriate language, inappropriate pictures, gestures, depictions of violent images)
- Clothing should not reveal undergarments;
- No paramilitary, camouflage or military wear, duster coats/trench coats or oversized outerwear permitted;
- No visible body piercing, including the tongue, nose and lip. This does not include pierced ears.
- No excessive or distinctive make-up;
- Shoes should not be distracting or cause undue noise;
- No “wheeled” shoes.

The school administrator(s) may alter the dress code at any time based on any inappropriate or disruptive trends. Any student dress that indicates an affiliation with a gang, group, or organization that is not school approved is forbidden. This may include colored articles of clothing, professional team sports wear, or distinctive lettering or script that signifies an unapproved group association as identified by the school administrator.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, POM squad, dance, orchestra, and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the ***Student Code of Conduct*** or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies at FM and FO.]

FEES

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page **Error! Bookmark not defined..**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

FIELD TRIPS

Grade levels or classes may periodically participate in school-sponsored field trips. Field trips may include points of interest near the school or trips requiring bus transportation. Students and parents will be notified in advance of any planned field trips. Parents will be asked to sign and return to the school a general waiver which indicates approval for the student to participate in the off campus activity. School rules and regulations will be enforced on any school-sponsored trip. **Students may be denied participation in field trips due to disciplinary consequences.** A student may not participate in an end of the year field trip or field day if he/she has been in ISS or DAEP (See End of the Year Trip). Parents should be advised that weekday or weekend field trips to local amusement parks are supervised by teachers, but students will not be under direct adult supervision at all times. Parents concerned about student supervision on these field trips are welcome to attend with their child provided (contact teacher sponsor). Siblings are not permitted on field trips.

END OF YEAR TRIP

Students who have been placed in ISS more than once during the school year and/or received a DAEP placement will not be permitted to attend the end of year field trip. Only if the student has had one ISS placement during the school year, he/she may submit a request in writing to have the administrators evaluate school performance to determine if consideration will be given to permit the student to attend the field trip. Overall discipline and grades will be the determining factor. Such requests will be evaluated during the final weeks prior to the trip. Students who have outstanding obligations (lost textbook, fines, etc.) will be prohibited from attending the trip.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GRADING GUIDELINES - Grading procedure is determined by content level and communicated to parents through the syllabus, teacher web page, or rubric.

Opportunity to improve a failing grade on assignments or quiz -

- Assignments must be re-done and turned in the next time the class meets [lab grades as per department policy];
- Quizzes must be re-taken within the week of the failing grade or within the next five school days;
- Quizzes and assignments may be re-done for a maximum grade of a 70% ['late work' is not eligible for opportunity to improve failing grade].

Opportunity to improve a failing grade on major exam/test – (excludes mid-term and end of course exams)

- Students must make a reasonable effort to attend a re-teach session and/or prepare study sheet/notes (or anything else the teacher may require to show the student made an effort to re-learn the material);
- Tests/Exams must be re-taken and/or corrected at the teacher's discretion within the week of the failed test or within the next five school days;
- Re-submitted work will be graded and will be averaged with the previous grade for a maximum grade of a 70%.

Opportunity to improve a failing grade on a major project/paper/essay –

- Students will attend a scheduled review/tutorial for a re-teach opportunity;
- Project/Paper/Essay must be re-submitted and/or corrected at the teacher's discretion within the week of the failed test or within the next five school days;
- Re-submitted work will be graded and will be averaged with the previous grade for a maximum grade of a 70%.

Late work policy – Late daily work and/or homework will not be accepted.

- Work not turned in during the period and on the due date will reflect a '0' in the grade book.
- Teachers will drop the 2 lowest grades at the end of the nine week grading period.
- Long term work will be taken one school day late with a 15% deduction; two school days late with a 30% deduction; no work taken after the third school day.

<p align="center"><u>Math</u></p> <p>Daily/Homework-10%</p> <p>Quizzes –30%</p> <p>Exams – 60%</p>	<p align="center"><u>English Language Arts and Introduction to Spanish</u></p> <p>Daily/Homework-20%</p> <p>Quizzes – 35%</p> <p>Exams – 45%</p>	<p align="center"><u>Social Studies</u></p> <p>Daily/Homework/Quizzes-50%</p> <p>Tests – 25%</p> <p>Projects – 25%</p>	<p align="center"><u>Science</u></p> <p>Daily/Homework-20%</p> <p>(Quizzes will count as 2 daily grades)</p> <p>Labs – 40%</p> <p>Exams/Projects –40%</p>
<p align="center"><u>Algebra</u></p> <p>Coincides with the high school</p> <p>Daily/Homework-30%</p> <p>Exams-70%</p>	<p align="center"><u>Spanish I</u></p> <p>Coincides with the high school</p> <p>Major grades (tests, projects quizzes) – 60%</p> <p>Minor grades (daily grades, in-class assignments, homework) – 40%</p>	<p align="center"><u>Electives, Fine Arts and Athletics</u></p> <p>See teacher syllabus for details</p>	

Submitting typed work –

- Major assignments and projects are expected to be typed (unless otherwise directed by the teacher);
 - Work must be on a WORD document or a compatible word processor;
 - Font size ranges from 12-14; heading may be in font size 16;
 - Font style must be easy to read;
 - Header must contain:
 - student first and last name
 - teacher name
 - class period
 - name of assignment;
 - Footer must contain the auto page number and date;
 - Work must be double-spaced (unless otherwise directed by the teacher);
- Work must be cleared of all errors picked up by grammar and spell check.

Submitting work via e-mail–

- Subject line must contain:
 - Class period
 - Last name of student

- Name of assignment;
- Teacher will respond with a reply of “Got it” to indicate receipt of work;
- Reply does not indicate correctness of work submitted.
- *All work submitted via e-mail is subject to the Late Work Policy [see above].*

G/T Program

Lake Travis ISD offers a program for the intellectually gifted and talented. While our curriculum and advanced courses meet the needs of most students in our community of students, the GT program is designed to meet the needs of the top 1% of the students nationally. Nominations to the program can be made by any person (students, parents, teachers) who are familiar with the student’s abilities, potential, and performance. Nominations are to be made to GT Coordinator Carroll Taggart at Hudson Bend Middle School. All students have an equal opportunity to be considered for the GT program. Selection criteria are based on the state standards and include a collection of qualitative and quantitative data. The selection process takes place at least twice a year. Students who come to LTISD from another GT program must be reevaluated using the LTISD criteria. An appeal process is in place and must be initiated by the nominator and presented to the school principal.

Grading System

The primary purpose for grading is communication. Every effort will be made to grade in a manner that will assist the student and his/her parents in understanding the process in a course. The achievement grades will be recorded as a numerical average on all records and report cards.

Achievement Grades:

90-100	A
80- 89	B
70-79	C
69-Below	F Failing
I-Incomplete	Incomplete work to be completed

Conduct Descriptors (Citizenship)

E - Excellent: Respects school and class rules; cooperative; attentive; well mannered

S - Satisfactory: Generally well-behaved; seldom needs to be corrected; usually participates in class activities

N- Needs Improvement: Occasionally disrupts class; somewhat inattentive; requires frequent disciplinary corrections

U - Unsatisfactory: Disregards class and school rules; uncooperative; inattentive; frequently disrupts class

Homework

Homework does make a difference in a student’s performance at school. Current studies demonstrate that the time spent doing homework directly affects grades and standardized test scores. Regardless of a student’s ability, homework will improve their academic skills. The time parents spend guiding the child to complete homework will help him/her be more successful now and in the future. Schedule a daily homework time. Most experts recommend a minimum of ten minutes times the grade level (ex. sixth grade times ten minutes equals one hour).

Homework Hall

At HBMS homework hall takes place in a specific teacher’s classroom from 3:50 – 4:50 on Tuesday through Thursday. HBMS students who attend homework hall have the option to ride the tutorial bus that leaves at 5:00.

HEALTH-RELATED MATTERS

Physical Activity for Students in Middle School

The district offers athletics, dance, and physical education to students in middle or junior high school to meet district physical education requirements for these grades. Students in middle school shall engage in 30 minutes of moderate or vigorous physical activity per day, or 75 minutes every other day, for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Executive Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the school office. [See also policies at BDF and EHAA.]

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines refer to policies CO and FFA.

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the school principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the main office. If you have any questions, please contact the Director of Maintenance and Operations at 533-6065.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Operations at 533-6065.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Deputy Superintendent, at 533-6019.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). Beginning August 1, 2009, all students entering 7th grade will be required to have one dose of the Tdap vaccine, two doses of varicella vaccine (chicken pox), and one dose of the meningococcal vaccine (meningitis). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension Program (ISS) is an alternate education program designed to encourage the student to exercise self-discipline and to provide the student an alternative to at-home suspension. Students may be assigned to ISS for infractions of school policy. Rules will be explained at the time of the assignment. Students placed in ISS and Suspension may not attend or participate in any school sponsored activity on or off campus until successful completion of the ISS and Suspension term is fulfilled. Notification of ISS placement will be documented on the referral as well as having the student sign an ISS contract. This exclusion applies to athletics, dances, fine arts performances, or any other school-related activity.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or assistant principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA (LEGAL).]

LOCKERS

All students are assigned a locker at the beginning of school. Gym lockers or baskets will also be available for physical education/athletics to store books and other belongings. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not students are present. Students have full responsibility for the security of lockers and should make certain they are locked and that the combination is not given to others. In order to prevent thefts, it is essential that students use the lockers assigned to them. **Students are forbidden to share lockers with other students. Lockers needing repair are to be reported to the assistant principal. The school is not responsible for lost or stolen articles. It is critical that students properly lock and secure all items.**

LOCKER SEARCHES

Students have full responsibility for the security of their lockers and shall make certain they are locked and that the keys and combination are not given to others. Students shall not place, keep, or maintain any article or material in lockers that is forbidden by District policy. School officials may search lockers if there is reasonable cause to believe they contain articles or materials prohibited by district policy. Students shall be responsible for any prohibited items found in their lockers.

LUNCHES

Lunches may be delivered to the school office by 10:30 a.m. All deliveries of food are for your student only. Birthdays will not be celebrated during lunches.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student will be allowed one day for each day of absences to make up the assigned work. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's grade level requirements. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only in accordance with the guidelines developed with the district's medical advisor, and When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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. [See policy FFAF(LEGAL).]

Psychotropic Drugs

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

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 are not permitted to 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. [For further information, see policies at FFAC.]

MESSAGES

Every effort will be made to preserve instructional time by minimizing classroom interruptions. As a parent courtesy, we make every effort to accommodate parent messages and deliveries; however, due to the volume of requests, we cannot guarantee the delivery of every message after 2:00 p.m. Unlike the high school, the middle schools do not have student aides that can assist in delivering messages to students during class time; therefore, it would disrupt the entire class to request that a single student come to the office to receive a message. Therefore, messages will be delivered to students only in emergencies. Deliveries of flowers, balloon, and gifts, etc. will not be accepted.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society (NJHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. Membership should be considered an honor, for selection is based on outstanding scholarship, character, leadership, service, and citizenship. Any student caught cheating during the school year will not be considered for participation in NJHS. Any student in 6th, 7th, or 8th grade who has attends LTMS or HBMS for a minimum of one semester is considered for membership. A cumulative grade point average of 90% in his/her four core classes (mathematics, language arts, science, social studies) at the end of the 3rd nine-week grading period is required. Students are then evaluated on the basis of leadership, character, and citizenship. Any student meeting the above requirements will then be notified of their eligibility. They will then be expected to complete and return a Student Activity Form meeting a minimum requirement and the deadline. The Faculty Council selects the new membership, and these students are invited to the NJHS Induction.

All NJHS members are expected to be active in the organization. Anyone who drops below the standards by which they were selected could be dismissed from the NJHS. Since 1929, the National Junior Honor Society has held high expectations for its members. Thus, membership is an obligation to meet and uphold the highest standards in all areas of life. We commend those who have fulfilled this obligation and look forward to meeting those who seek to display such qualities.

Students will be permitted to apply to NJHS during the spring semester. Applications will be reviewed by an anonymous teacher committee and acceptance letters will be mailed. Discipline and academic records, teacher input, and community service will be taken into consideration for acceptance to NJHS

PASSES

Students are not allowed to leave class without an appropriate pass from the appropriate classroom teacher.

P.E. Waiver Information

In order to be granted a waiver, the student must train in a high-level individual athletic, dance, or equestrian program through an outside provider that is above and beyond local youth sports activities and competes at a regional, national, and/or international level. These programs typically involve a minimum of 15 hours per week of highly intense, professionally supervised training.

Paperwork requesting a P.E. waiver at the middle school level must be submitted on or before the first day of school. Students must be enrolled in the program for the entire school year. Waivers will not be approved after the first day of school.

New state regulations require the P.E. provider to teach the health TEKS. Therefore, no P.E. waivers will be available to **sixth** graders.

Documentation by nine week period of attendance and assessment of achievement in the substituted activity is to be submitted on the **Student Credit Information** to the MS counseling department by the due dates noted on the **Student Credit Information** form.

1. If the grade is not reported by the grade report deadline, the student will be given an "I" for incomplete work.
2. If the grade is not reported in a timely manner, the student will be denied the opportunity to participate in the program.

Applicant must resubmit an application **each** year to the counseling department. Packets are available from the counselors. A student with an approved PE waiver will attend a shortened school day by one period. Students may not stay on campus beyond their scheduled classes and parents must provide prompt transportation following the last scheduled class.

PERMIT TO LEAVE SCHOOL

Both Hudson Bend Middle School and Lake Travis Middle School are closed campuses; therefore no student may leave school without clearance from the office. To be permitted to leave campus, the student must supply a note that is turned in to the office the morning of the appointment. The note should include the following:

Name of child

Reason for leaving school

Date and time to be dismissed

Parent signature

In addition, the parents must come in to the front office and sign the student out.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC (LEGAL) for more information.]

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

In grades 1-8, a student will be promoted to the next grade level if:

1. a final grade of 70 or above has been earned in both language arts and mathematics; and
2. an overall average of 70 or above has been earned as determined by averaging the final grades for language arts, mathematics, social studies, and science; and
3. the student has not failed social studies or science for two consecutive school years; and
4. the student has met the state attendance requirement for the school year.

In addition, students in grades 3, 5, 8 will be required to pass the Texas Assessment of Knowledge and Skills (TAKS).

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English or Spanish.

PUBLIC DISPLAYS OF AFFECTION

In general, displays of affection should be appropriate for the age and grade level. Students should refrain from the following: handholding, kissing, extended hugging, etc. Please refer to the Student Code of Conduct for additional information.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

During the fourth week of a nine week grading period, parents will be given a written progress report if their child's performance in any course that is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

REPORTING CHILD ABUSE

District employees receive information regarding the reporting of sexual abuse as well as the District plan to address child abuse at beginning of the year staff development. It is the District's requirement that employees who suspect or have information regarding child abuse contact the Texas Department of Family and Protective Services. Additional information and resources regarding Child Abuse and Neglect can be accessed at the Child Welfare Information Gateway (<http://www.childwelfare.gov/can/>). Included on this web site is a directory listing toll-free numbers maintained by various crisis organizations.

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

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.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency/Crisis Communication

Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio and TV stations. Please tune in to these stations rather than calling the school district office or school for information. KVET 98.1FM, KLBJ 590AM, KVUE-24 (ABC), KTBC-7 (FOX), and KXAN-36 (NBC) and KEYE-42 (CBS). You may also receive updated information by viewing our district's website www.ltidschools.org.

Additionally, in the event of a district-wide emergency or crisis, news, and other critical information may be sent to parents via a pre-recorded message using the Districts Parent Notification System.

SCHEDULE CHANGES

Course selection is made in the spring and every effort is made to honor student course requests. Personnel assignments and the master schedule of course placement are based on the student's selections; therefore, a student's schedule is difficult to change once it is in place. Changes will be made for the academic benefit of the student when possible and for no other reason(s). The counselor must receive a written request from the parent for a schedule change to occur within the first two weeks of the school year.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 8 a.m.

- Designated grade level area within the campus
- Classrooms for tutoring with teacher consent and a teacher or parent pass

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus by 4:00 p.m.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct*** or any other higher standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass/planner to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the ***Student Code of Conduct***.

Cafeteria Services

The District participates in the National School Lunch and School Breakfast Program and offers free and reduced-price meals based on a student's financial need. Applications for this Federal program can be obtained in the school office, or by contacting the LTISD Food & Nutrition Services office at 533-6037

Nutritious meals that follow the guidelines of the Texas Public School Nutrition Policy are offered daily for breakfast and lunch. For lunch, students will have a choice of three entrees, along with hot vegetables, a grain/bread choice, and several selections at the Fresh Fruit & Salad Station.

Prepared entrees from local retail vendors are ordered by the café and offered as an additional entrée choice two days per week. These entrees are available for ala carte prices, and are not sold as part of the regular lunch. The retail outlets create a "school version" of their popular fare that meets the same nutrition standards as the other entrees available to your child at school. Menus can be viewed from a link on the campus website.

Many other ala carte selections of nutritious snacks, desserts, and other items will be available daily for an additional charge. Students may charge these items to their positive-balance meal accounts. If you do not wish for your child to access meal funds to purchase the ala carte items, please notify the Office of Food & Nutrition Services. We can post an "alert" on the account to block this privilege.

Lunch accounts are set-up for students to purchase lunch at the Pyramid Café. Money can be added to student accounts with a credit card through on-line payments at www.ltidschools.org in the School Meal link, or at the café directly with cash or a check made out to LTISD or your child's school.

Pricing: Breakfast \$1.60

Lunch \$2.80

The emphasis on nutritious eating is reflected in our health curriculum and in the selection of food sold in the cafeteria. We ask that parents adhere to the recommendations and guidelines of the Texas School Nutrition Policy regarding foods of minimal nutritional value on campus, which prohibits certain foods, such as soda waters and candy. The policy also states that parents may bring meals to their own child, but may not provide items to other children at school. To reference this policy, please visit the website: <http://www.squaremeals.org>, or request a paper copy of this policy from your child's campus Food Services Manager.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use beginning at 8am.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

SCHOOL PICTURES

Individual school pictures will be taken in **September**. A picture envelope will be distributed the week before pictures are to be taken. Picture envelopes must be brought back to school on the same day pictures are taken. Cost of the pictures may be paid by check or money order. Picture retakes will be **October**. **An 8th grade panoramic picture will be taken in the spring.**

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Special Services Department at 533-6460.

STEROIDS

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.

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/PARENT COMPLAINTS

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. For information not included in this handbook for complaints in those areas, see the principal. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education should be brought to the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of gender should contact the principal.

Communicating Concerns

Hudson Bend Middle School recommends a general problem solving process for students/parents to follow:

1. The most direct route to resolving a concern is to confer directly with the person involved. Therefore, parents should contact the appropriate staff member (usually the teacher, coach or counselor) by voice mail or email. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. In many cases, the concern can be resolved with a conversation over the phone or an email. If this is a situation that should be discussed in person, the parent should make an appointment to meet with the staff member.
2. If not satisfied, the parent's next step is to contact the appropriate campus administrator (assistant principal or principal) to set up a time to talk about a resolution to the concern.
3. If the issue is not resolved at the campus level, parents should contact the Executive Director for Administrative and Human Resource Services.
4. Should the concern not be resolved using this informal process, a formal grievance may be filed. For information and paperwork regarding this process, contact the office of the Deputy Superintendent and General Counsel at 533-6483 and review District Policy DGBA(LOCAL), posted on the District web site.

STUDENT COUNCIL

The student activities program is planned and managed by the student council. The student council members hold elective and appointive offices and meet on a regular basis. Five officers (president, vice-president, secretary, treasurer, and parliamentarian) will be elected. Students who wish to run for an office must qualify for candidacy by maintaining a "C" average or above and maintain "S" or above on all conduct grades.

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grades 5/8 TAKS reading and mathematics tests to be promoted to sixth or ninth grades. The requirements also apply to students served by special education who take TAKS (Accommodated). Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after

each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

STUDENT SUPERVISION

Middle School Staff does assume responsibility for student supervision beyond school hours. School hours are 8:00-4:00. Campus doors are open at 8:00 a.m., students should report to their designated area based on grade level.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB (LEGAL).]

TARDINESS

In order for classes to run smoothly, with minimal disruptions, it is important for students to be on time. Students are to report to class for roll check before participating in any other scheduled activity. Students should not be permitted to stay with, or help, another teacher without first obtaining prior written permission from the teacher whose class will be missed. Missing the bus will not be considered an excused tardy. A student who is late to class by 10 or more minutes is considered to have an absence for that class. Should it be for a medical appointment, the student must report to the office with an excuse from the doctor's office. An office staff member will give the student a pass to class stating "Doctor Appointment". A student who receives an unexcused tardy to class for the first three times, will receive a warning from his/her teacher. On the fourth tardy, the student will receive an office referral. Tardies accumulate during a semester but start over again at the beginning of the next semester.

TELEPHONE

The school office phones are business phones and are not for student use except for illness or emergencies. Please be aware that there are no outside payphones available for student use if the building is closed.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Students who damage the textbook barcodes in any way will have disciplinary

consequences which may also include a fine. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

TRANSPORTATION

The responsibility and goal of the transportation department of Lake Travis Independent School District is to provide safe, economic transportation for all students to and from school. The district provides school bus transportation for all students who live in the district, except those areas deemed exempt by the Board of Trustees. This service is provided at no cost to students. Parents can check bus routes, stops, and schedules by visiting the district website at www.ltisdschools.org. Students shall observe the following school bus rules of conduct in addition to all the rules indicated in the Student Code of Conduct and this handbook. Any violation of these rules can result in disciplinary consequences, including student's suspension from the bus or exclusion from riding the bus.

Lake Travis ISD school buses are equipped with video surveillance cameras for the purpose of safety, including the maintenance of order or discipline on the school bus.

Bus safety and discipline issues are managed collaboratively with the Director of Transportation and the campus administrators. Any questions or concerns referencing student safety or discipline should be addressed to the campus administrator first.

General Rules

1. The driver is in full charge of the bus and its occupants. Students must obey the driver promptly.
2. Disobedience and disrespect will result in disciplinary consequences.
3. The driver has the authority to seat students in assigned seats and to change their assignments, as needed.
4. The possession of alcoholic beverages or illicit narcotics is prohibited.
5. The possession of a weapon/knife or any dangerous instrument is prohibited.
6. The use of obscene, profane speech or gestures is prohibited.

Rules for Loading the Bus

1. Be at the designated school bus stop on time (note: this time may vary due to circumstances beyond our control). The driver cannot wait for students who are continually late.
2. Students should wait off of the road for the bus, where possible.
3. Students are not to move toward the bus or attempt to enter the bus until the bus comes to a complete stop.
4. Students shall enter the bus only when the driver is present and has given permission.
5. Bus transfers for eligible students will only be granted in an emergency. In the event of an emergency, a student must present a rider permit to the driver from the school.

Rules for Students While on the Bus

1. While on the bus, rules for classroom conduct shall be followed, except that conversations in ordinary tones are permitted.
2. Students must load and unload from the front door only.
3. Sit down in your assigned seat as soon as you get on the bus.
4. Students must sit in their assigned seat each day. The driver may change the seating arrangement at any time, as he/she deems necessary.

5. Keep all parts of the body inside the bus and feet on the floor.
6. Treat bus equipment as you would furniture in your home. Damage to seats or other equipment must be paid for by the person(s) responsible.
7. Keep the aisle clear of books, packages, band instruments, etc.
8. Do not throw anything onto or out of the bus.
9. Do not eat or drink while on the bus (exception: students are permitted to drink water from plastic containers).
10. All students must remain seated while the bus is in motion.
11. Students shall not talk with the driver while the bus is in motion, except when necessary.
12. Students must be absolutely quiet while approaching and while stopped at a railroad crossing.
13. In the event of a road emergency, students must remain in the bus unless directed by the driver to leave the bus and then students shall follow the instructions of the driver.
14. Students must get permission from the transportation director for the use of radios and other electronic equipment while on the bus.

Rules After Unloading the Bus

1. Cross the road in front of the bus only after checking traffic and after a signal from the driver to proceed.
2. Do not attempt to reboard the bus after unloading.
3. Be alert for the danger signal from the driver.
4. The driver is not permitted to let students get off the bus at any other place than their regular bus stop unless the student receives authorization from the principal upon request of the parent. If an emergency arises and the parent must remove the student from the bus prior to his/her regular stop, the driver must obtain the name, picture ID, relationship, address and telephone number to guarantee the safety of our students.

Rules for Extra-Curricular Trips

1. The aforementioned rules and regulations apply to any school-sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
3. The driver will expect the full cooperation and assistance of assigned sponsors and students.

Consequences

The bus driver is hereby authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.

1st Notice – The driver will fill out a Parent Documentation Form and call the parents.

2nd Notice – The driver will fill out a Parent Documentation Form and a Bus conduct report. The driver will call the parents and a first letter will be sent home.

3rd Notice – The driver will fill out a Parent Documentation Form and a Bus Conduct Report. The driver will call the parents and a second letter will be sent home.

4th Notice – The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 3 days.

5th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 5 days.

6th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for 1 month.

7th Notice - The driver will fill out a Bus Conduct Report. The Student Management Supervisor will call the parents and the student will be suspended from the bus for the remainder of the year.

The Director of Transportation or his/her designee shall report each bus suspension to the campus administrator. In the event a parent believes the punishment is unjust, the parent should use the following procedure:

- a. Discuss the incident with the campus administrator for a full account of the circumstances.
- b. If the parent, after discussion with the campus administrator, is not satisfied with the results, then the parent may request a conference with the Director of Transportation and the campus administrator to resolve the matter

Bus transfer requests for a student to ride a different school bus should be made in writing with a parent signature. The student should deliver the note to the main office before the start of school. Requests made over the telephone are not permitted.

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Rules for Extra-Curricular Trips

1. The aforementioned rules and regulations apply to any school-sponsored trip.
2. The bus driver is charged with the full responsibility for the safe operation of the bus while on extra trips and is to follow the assigned route for the trip.
3. The driver will expect the full cooperation and assistance of assigned sponsors and students.

See the ***Student Code of Conduct*** for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

The Director of Transportation or his/her designee shall report each bus suspension to the campus administrator. In the event a parent believes the punishment is unjust, the parent should use the following procedure:

1. Discuss the incident with the campus administrator for a full account of the circumstances.
2. If the parent, after discussion with the campus administrator, is not satisfied with the results, then the parent may request a conference with the Director of Transportation and the campus administrator to resolve the matter.

TUTORIALS

Tutorials are provided for those students needing academic assistance. Students may request tutorial assistance from individual teachers. Tutorial sessions may take place before or after school or during the student's lunch period.

VALUABLES

Students are responsible for all personal possessions. Personal belongings should never be left unattended and should be protected by proper identification. The school is not responsible for lost or stolen merchandise.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

VISITORS TO THE SCHOOL

Parent visits to individual classrooms during instructional time shall be permitted only with a principal's or assistant principal's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Those visits can be more beneficial for everyone if the following guidelines are observed:

- Please call in advance to schedule a visit to ensure that the visit does not conflict with testing, supervision responsibilities or some other scheduled activity.
- **Please check in at the school office to obtain a visitor's badge. The first time you check in, your driver's license must be scanned through the Raptor Technologies software system.**
- **Please make other arrangements for pre-school children rather than bringing them for the visit. The school does not have childcare facilities, and the activities of pre-schoolers distract students, teachers and parents.**
- There are no provisions for school-age friends or relatives of District students to visit Lake Travis ISD schools.
- Visitors shall limit their interaction with other students in dealing with negative situations. All parents are directed to report problems to the teacher, staff, and/or campus administration in lieu of personal intervention.
- Refrain from going to the classroom at the beginning of the day and at the end of the day.

WEB SITE

The middle school websites can be accessed through the district web site www.ltidschools.org

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the registrar's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for

the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the **Student Code of Conduct**. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the **Student Code of Conduct**. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a

consideration in suspension, DAEP placement, or expulsion. The ***Student Code of Conduct*** also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

Exhibit A

Lake Travis Independent School District (LTISD)

Student Acceptable Use Policy (AUP)

LTISD provides Internet access, network resources, computing devices, software, and other technologies to its students for educational purposes. This AUP defines the expectations for appropriate use of LTISD systems by LTISD students. Students who violate the AUP or other related campus technology and behavior guidelines may lose the privilege to use LTISD systems and Internet access.

Section I: Educational Purpose

- A. The LTISD systems were established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and teacher-directed research projects.
- B. The LTISD systems were established as a public access service and a limited public forum. LTISD retains the right to place reasonable restrictions on the materials accessed or transmitted through its systems. Students are expected to follow the rules set forth in the LTISD Student Code of Conduct, Campus Rules, and LTISD Board Policy as well as state and federal laws and regulations, when using the LTISD systems.
- C. The LTISD systems are not to be used for commercial purposes. This means students cannot offer, provide, or purchase products or services through the LTISD systems.
- D. The LTISD systems are not to be used for political lobbying. However, the system can be used to communicate with elected representatives and to express opinions on political issues.

Section II: Internet Access and Online Systems

- A. Students will have access to the Internet, online information resources, and LTISD-provided information resources from school computing devices in classrooms, libraries, labs, and common areas, and from home when using personal Internet-enabled devices or LTISD checkout devices. Access to these systems and resources is provided and intended for instructional purposes as defined by LTISD. LTISD employs an Internet content filter in an effort to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. LTISD takes reasonable steps through its adopted policies and technologies to prevent access to objectionable material, but it is not possible to absolutely prevent such access. Students should not attempt to bypass the Internet filter for any reason and should notify a teacher or other school personnel if objectionable content is displayed.
- B. All materials and information placed on student-created web pages for instructional purposes must be preapproved in a manner specified by LTISD. Materials placed on web pages must relate to the approved curriculum or to career preparation activities.

Students may blog or post information to educational websites under teacher supervision for instructional purposes as part of the LTISD approved curriculum.

- C. Students will be granted access to computers, LTISD systems, LTISD Internet access, and other software through individual user or group accounts. Passwords for these accounts must not be shared, and students should only use their own individual or group account.

- D. Students may use messaging systems, including social networking/media tools that are approved and provided by LTISD and used under teacher supervision for instructional purposes as part of the LTISD approved curriculum. Students are prohibited from participating in chat rooms, newsgroups, or other systems or forums that are not approved for instructional use by LTISD and that may represent safety concerns or poor use of instructional time for students.

Section III: Expectations for Student Use of LTISD Systems

A. Student Safety

1. Students will not post personal information or contact information about themselves or other individuals online. Personal contact information includes address, telephone number, school address, parent or student work addresses, pictures, names, email addresses, photos, etc. Online collaborations under teacher supervision for instructional purposes as part of the LTISD approved curriculum may provide student contact information as necessary to fulfill the goal of the project.

2. Students will not agree to meet with someone they have met online outside of a school-sanctioned project or instructional experience supervised by a teacher as part of the LTISD approved curriculum.

3. Students will promptly disclose to the teacher, or another school employee, any communication or experience using a technology system that is inappropriate or makes them feel uncomfortable.

4. Students will not post, transmit, or store private or personal information from or about another person, including contact information and photos.

B. Student Conduct

1. Students will not attempt to gain unauthorized access to LTISD systems, LTISD computers, or any other system when using the LTISD network. This includes attempting to log in through another person's account, accessing another person's files, forgery, and attempted forgery. Unauthorized equipment may

not be brought to an LTISD building or utilized on the LTISD systems for these or any other purposes.

2. Students will not make deliberate attempts to disrupt LTISD systems or data through any means. Actions of this type violate District policy and regulations and may result in loss of access privileges, restitution, and other appropriate consequences.
3. Students will not use LTISD systems to engage in any illegal act, such as arranging for the sale or purchase of controlled substances, engaging in criminal activity, threatening the safety of a person, harassment, or cyberbullying.
4. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using LTISD systems.
5. Students will not engage in personal, prejudicial or discriminatory attacks when using LTISD systems, nor will students knowingly or recklessly post or transmit false or defamatory information about a person or organization when using LTISD systems.
6. Students will not load or install programs on LTISD systems. This includes programs and files downloaded from the Internet, portable drives, or their own equipment (such as games, utilities, and other software not licensed by the District). Use of peer to peer file sharing software is prohibited. Student use of online media is to be supervised by a teacher according to LTISD policy and regulation.
7. Students will not use LTISD systems to send unnecessary or unsolicited information or messages to others.

C. Student Information Security and Academic Integrity

1. Students are responsible for their individual folders and data, and should take all reasonable precautions to prevent others from being able to use their credentials or data. Students will not provide their login credentials or passwords to another student. Students will not provide their files to another student for the purpose of cheating or using another person's work as their own.

2. Students must notify a teacher or Technology personnel immediately if they identify a security problem. Students are not to seek out security vulnerabilities themselves.
3. Students will not plagiarize works that are found online or when using LTISD systems. Plagiarism is taking the ideas, writing or work products of others and presenting them as one's own. Students must cite the source of material they have used in their research or school work.
4. Students will respect the rights of copyright owners by following the expressed requirements of copyrighted material they wish to use, or by requesting permission of the copyright owner directly.

Section IV: Student Rights

A. Free Speech

A student's right to free speech, as set forth in the LTISD Student Code of Conduct and Campus Handbook, applies to communication on the Internet and LTISD systems. LTISD systems are considered a limited forum, similar to the school newspaper; and therefore, the District may restrict a student's speech for valid educational reasons in accordance with Board Policy.

B. Search and Investigation

1. Students should expect only limited privacy in the contents of personal files on LTISD provided systems. The situation is similar to the rights a student has in the privacy of a locker.
2. Routine monitoring of LTISD systems and usage information may be used to determine if a student has acted in accordance with the AUP, LTISD Student Code of Conduct and Campus Handbook, or state or federal law, and may lead to more in-depth investigation.

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on LTISD systems.
2. Violations of the AUP, LTISD Student Code of Conduct, and Campus Handbook regarding the use of LTISD systems by a student will result in the application of disciplinary procedures and consequences outlined in the LTISD Student Code of Conduct.

D. Limitation of Liability

The District makes no guarantee that the functions or the services provided by, or through, the District's system will be error-free or without defect. The District will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through, or stored on, the system. The District is not responsible for financial obligations arising through the unauthorized use of the system.

Exhibit B



2010-2011
STUDENT CODE OF CONDUCT

LAKE TRAVIS ISD BOARD OF TRUSTEES

JASON BUDDIN
ALAN WILLIAMS
LISA JOHNSON
ALEX ALEXANDER
FRED GOFF
GUY CLAYTON
MAYO DAVIDSON

SUPERINTENDENT OF SCHOOLS

Dr. Rocky Kirk

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STUDENT CODE OF CONDUCT

Purpose

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

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

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

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

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

Contents

This Code is organized into the following sections:

1. School District Authority and Jurisdiction
2. Standards for Student Conduct
3. General Conduct Violations
4. Discipline Management Techniques
5. Removal from the Regular Educational Setting
6. Out-of-School Suspension
7. DAEP Placement
8. Placement and/or Expulsion for Certain Serious Offenses
9. Expulsion
10. Glossary

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

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act

and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

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

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

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

The district has the right to search a student's locker or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

Reporting Crimes

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

Revoking Transfers

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

Standards for Student Conduct

Each student is expected to:

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

General Conduct Violations

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

Students shall not:

Disregard for Authority

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

Mistreatment of Others

5. Use profanity or vulgar language or make obscene gestures.
6. Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
7. Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
8. Engage in bullying, harassment, or creating, distributing or possessing hit lists. (See glossary for all three terms.)
9. Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
10. Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
11. Engage in inappropriate or indecent exposure of private body parts.
12. Participate in hazing. (See glossary.)
13. Cause an individual to act through the use of or threat of force (coercion).
14. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
15. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

General Conduct Violations

16. Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

17. Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion.)

18. Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

19. Steal from students, staff, or the school.

20. Knowingly using another student's identification card or number to obtain goods or services.

21. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion.)

Possession of Prohibited Items

22. Possess or use:

- a. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- b. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- c. a "look-alike" weapon;
- d. an air gun or BB gun;
- e. ammunition;
- f. a stun gun;
- g. a pocketknife or any other small knife (less than 5 ½ inches long);
- h. mace or pepper spray;
- i. pornographic material;
- j. tobacco products;
- k. matches or a lighter;
- l. a laser pointer for other than an approved use; or
- m. any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

Possession of Telecommunications or Other Electronic Devices

23. Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device on school property during the school day.

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

24. Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion.)
25. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia.”)
26. Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
27. Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse.”)
28. Abuse over-the-counter drugs. (See glossary for “abuse.”)
29. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence.”)
30. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

**Misuse of Computers
and the Internet**

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

Safety Transgressions

37. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
38. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

General Conduct Violations

Miscellaneous Offenses

39. Make false accusations or perpetrate hoaxes regarding school safety.
40. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
41. Throw objects that can cause bodily injury or property damage.
42. Discharge a fire extinguisher without valid cause.
43. Violate dress and grooming standards as communicated in the student handbook.
44. Cheat or copy the work of another.
45. Gamble.
46. Falsify records, passes, or other school-related documents.
47. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
48. Repeatedly violate other communicated campus or classroom standards of conduct.

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

Discipline Management Techniques

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

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

Students with Disabilities

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

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

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

Techniques

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

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.

Discipline Management Techniques

- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties other than class tasks, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Notification

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

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.ltidschools.org.

Consequences will not be deferred pending the outcome of a grievance.

Removal from the Regular Educational Setting

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

Routine Referral

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

Formal Removal

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

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

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

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

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

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

Returning Student to Classroom

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

Removal from the Regular Educational Setting

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

Out-of-School Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order out-of-school suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Process

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

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

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

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

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12.

Summer school provided by the district may serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement: Misconduct That May Result in DAEP Placement

Misconduct Identified in State Law

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

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Criminal mischief, not punishable as a felony.

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

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required

Disciplinary Alternative Education Program (DAEP) Placement

by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence.")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.) (School-related felony alcohol offenses are addressed in the Expulsion section.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals. (Whether a student should be placed in DAEP or expelled will be determined on a case-by-case basis. See Expulsion section.)
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with

Disciplinary Alternative Education Program (DAEP) Placement

another expellable offense is addressed in the Expulsion section of this Code.)

- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see glossary),
 - A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 - The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

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

Emergencies

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

Process

Removals to a DAEP will be made by the campus principal or designee.

Conference

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

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

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

Placement Order

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

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

Disciplinary Alternative Education Program (DAEP) Placement

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

Length of Placement

The duration of a student's placement in a DAEP will be determined by the principal or designee.

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

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

Exceeds One Year

Placement in a DAEP may exceed one year when 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.

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

Exceeds School Year

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

For placement in a DAEP to extend beyond the end of the school year, the Superintendent or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days

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

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.ltisdschools.org.

Disciplinary Alternative Education Program (DAEP) Placement

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

Restrictions during Placement

During a student's placement in DAEP, he or she is not permitted to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

The district will provide transportation to students in a DAEP. However, a student may be removed from the bus due to misbehavior and may be responsible for his/her transportation to DAEP.

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

Placement Review

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Superintendent or designee 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.

Additional Misconduct

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

Notice of Criminal Proceedings

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

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 such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

Disciplinary Alternative Education Program (DAEP) Placement

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

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

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

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then 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 appropriate administrator or the board does not issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

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

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

Emergency Placement Procedure

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the

Disciplinary Alternative Education Program (DAEP) Placement

date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Serious Offenses

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

JJAEP

An expelled student is enrolled in the Travis County Juvenile Justice Alternative Education Program (JJAEP).

Registered Sex Offenders

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

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

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

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

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

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

Appeal

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

Placement and/or Expulsion for Certain Serious Offenses

Certain Felonies

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

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

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

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.

Hearing and Required Findings

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

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.

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

Length of Placement

The student is subject to the placement until:

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

Placement and/or Expulsion for Certain Serious Offenses

Newly Enrolled Students

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

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. (See glossary for "under the influence.")
 - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

**Discretionary
Expulsion:
Misconduct That May
Result in Expulsion
Any Location**

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

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
 - Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
 - Engaging in deadly conduct. (See glossary.)
- Within 300 Feet of School**
- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - Continuous sexual abuse of a young child or children.
 - Felony drug- or alcohol-related offense.
 - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).
- Property of Another District**
- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.
- While in DAEP**
- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.
- Mandatory Expulsion: Misconduct That Requires Expulsion**
- A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:
- Federal Law**
- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
 - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm weapon.
 - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
 - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, switchblade, and poniard; bowie knife; sword; or spear. This includes knives with blades that are over 5 ½ inches long that open or release a blade from the handle or sheath by the force of gravity or by the application of centrifugal force. This includes a knife with a blade that is over 5 ½ inches long that has a spring, detent, or other mechanism designed to create a bias toward closure that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.
 - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
 - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary.)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.

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

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

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

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

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

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

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

1. Representation by the student’s parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student’s defense, and
3. An opportunity to question the district’s witnesses.

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

The board of trustees delegates to the Superintendent or other appropriate administrator authority to conduct hearings and expel students.

Board Review of Expulsion

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

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

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

Expulsion Order

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

Not later than the second business day after the hearing, the principal or designee will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

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

Length of Expulsion

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

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

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

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other

appropriate administrator may modify the length of the expulsion on a case-by-case basis.

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

Withdrawal during Process

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

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

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

Additional Misconduct

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

Restrictions during Expulsion

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

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

Newly Enrolled Students

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

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

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

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or

DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

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

Emergency Expulsion Procedures

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

DAEP Placement of Expelled Students

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

Glossary

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

Abuse is improper or excessive use.

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:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a. Any vegetation, fence, or structure on open-space land; or
 - b. Any building, habitation, or vehicle:
 - 1) Knowing that it is within the limits of an incorporated city or town,
 - 2) Knowing that it is insured against damage or destruction,
 - 3) Knowing that it is subject to a mortgage or other security interest,
 - 4) Knowing that it is located on property belonging to another,
 - 5) Knowing that it has located within it property belonging to another, or
 - 6) 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;
2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:
 - a. Recklessly damages or destroys a building belonging to another, or
 - b. Recklessly causes another person to suffer bodily injury or death.

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:

1. 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
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

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

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

Criminal street gang is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

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

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

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

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the 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:

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

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

Graffiti are markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. 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 are any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

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

Mandatory means that something is obligatory or required because of an authority.

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

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

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

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

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

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

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:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. 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;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. 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).

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC (EXHIBIT)]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic

behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one’s body, by any means, a prohibited substance.

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