

**2019 - 2020**  
**STUDENT HANDBOOK**  
**AND**  
**CODE OF CONDUCT**



**HURST • EULESS • BEDFORD**

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**Independent School District**

*The Hurst-Euless-Bedford Independent School District believes that every child should have the opportunity to learn in a safe, orderly and supportive school environment free of violence, drugs, and fear. The Student Code of Conduct provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct and has been adopted by the Board of Trustees with input from the District Level Improvement Committee*

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## **Custodian of Records/Campus Contacts:**

The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of records for students who have withdrawn or graduated.

The addresses of the Superintendent and principals' offices are:

<b>Campus Name</b>	<b>Campus Address</b>
Central Administration-Superintendent's Office	1849 Central Drive, Bedford, Texas 76022
L.D. Bell High School	1601 Brown Trail, Hurst, TX 76054
Trinity High School	500 N. Industrial Blvd., Euless, TX 76039
Bedford Junior High	325 Carolyn Drive, Bedford, TX 76021
Central Junior High	3191 W. Pipeline Road, Euless, TX 76040
Euless Junior High	306 W. Airport Fwy., Euless, TX 76039
Harwood Junior High	3000 Martin Drive, Bedford, TX 76021
Hurst Junior High	500 Harmon Road, Hurst, TX 76053
Discipline Alternative Education Program	1100 Raider Drive, Euless, TX 76040
Homebound Program	1100 Raider Drive, Euless, TX 76040
KEYS High School	1100 Raider Drive, Euless, TX 76040
Transition Center	1849 Central Drive, Bedford, TX 76022
Bedford Heights Elementary	1000 Cummings Road, Bedford, TX 76021
Bell Manor Elementary	1300 Winchester Way, Bedford, TX 76022
Bellaire Elementary	501 Bellaire Drive, Hurst, TX 76053
Donna Park Elementary	1125 Scott Drive, Hurst, TX 76053
Harrison Lane Elementary	1000 Harrison Lane, Hurst, TX 76053
Hurst Hills Elementary	525 Billie Ruth Lane, Hurst, TX 76053
Lakewood Elementary	1600 Donley Drive, Euless, TX 76039
Meadow Creek Elementary	3001 Harwood Road, Bedford, TX 76021
Midway Park Elementary	409 N. Ector Drive, Euless, TX 76039
North Euless Elementary	1101 Denton Drive, Euless, TX 76039
Oakwood Terrace Elementary	700 Ranger Road, Euless, TX 76040
River Trails Elementary	8850 Elbe Trail, Fort Worth, TX 76118
Shady Brook Elementary	2601 Shady Brook Drive, Bedford, TX 76021
Shady Oaks Elementary	1400 Cavender, Hurst, TX 76053
South Euless Elementary	605 S. Main Street, Euless, TX 76040
Spring Garden Elementary	2400 Cummings Drive, Bedford, TX 76021
Stonegate Elementary	900 Bedford Road East, Bedford, TX 76022
Viridian Elementary	4001 Cascade Sky Dr., Arlington, TX 76005
West Hurst Elementary	501 Precinct Line Road, Hurst, TX 76053

## STATEMENT OF PHILOSOPHY

We in the Hurst-Eules-Bedford Independent School District (“HEB ISD”, “School District” or “District”) believe that every student should have the opportunity to learn in a safe, orderly and supportive school environment free of violence, drugs, and fear. One of the most important lessons education should teach is that of self-discipline. Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. While self-discipline does not appear as a subject, it underlies and supports the entire educational process. It is the training that develops self-control and character and teaches respect and responsibility. Self-discipline is the key to good conduct and proper consideration for other people.

## STUDENT CODE OF CONDUCT

The purpose of this document is to describe the expectations of the HEB ISD School Board, administrators and staff regarding student conduct. It is the belief of the School District that the rights of students can be protected only as long as an atmosphere of respect, organization and cooperation exists in the classrooms, on school property, and at school-related functions. By respecting student rights and encouraging student and parental responsibility, the District seeks the full development of each student’s potential.

Our goal is to provide a cooperative school climate that is free of disruptions where students can pursue their studies in a manner most conducive to learning. In an effort to fully inform students and parents of the expectations of the District, the following board policies and District rules of conduct have been outlined. Parents are urged to contact the teacher and/or principal/designee concerning school discipline questions. The District may impose campus or classroom rules in addition to those found in this Code.

The Student Code of Conduct has been developed in compliance with relevant law, including the requirements of Chapter 37 of the Texas Education Code, and identifies the circumstances under which a student may be removed from a classroom or campus, assigned to a disciplinary alternative education program, suspended or expelled. Violation of the statutes, policies, regulations and rules will result in appropriate behavior management methods as outlined under this code. A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action. Serious and/or persistent violations of the statutes, policies, regulations and rules will ultimately result in a student being subject to increasingly more serious penalties.

This Student Code of Conduct is in force:

- during regular school hours (which may include the time after the student leaves home until he or she returns home).
- while the student is at a designated bus stop or being transported on a school bus.
- at school-related or school-sponsored events where school personnel have responsibility for students.
- any time or place at which student conduct interferes with or obstructs the mission or operations of the school district, or the safety or welfare of other students or staff members.

## EXPECTATIONS

HEB ISD schools shall foster a climate of mutual respect for the rights of others. A spirit of cooperation is necessary if quality education and effective discipline are to be a reality.

**STUDENT EXPECTATIONS** for achieving a positive learning environment at school or school-related activities shall include:

- attending all classes daily and being on time (except when ill or otherwise lawfully excused).
- signing the statement indicating he/she has received a copy of the Student Code of Conduct.
- following the policies and regulations outlined in the Student Code of Conduct.
- being prepared for each class with appropriate materials and required assignments.
- pursuing mastery of the essential knowledge and skills of the curriculum as prescribed by the District and the State.
- following school rules, procedures, and directives concerning appropriate behavior, safety and dress.
- immediately reporting changes in the home address or home/parent’s work phone numbers to the school office.
- establishing an effective working relationship with parents, peers and school personnel:
- showing respect for others and their property.

- refraining from: harassment; hate language; name calling; bullying; and profane, insulting, threatening, or intimidating remarks/gestures.
- maintaining a cooperative and responsible manner.
- striving toward self-discipline, setting individual goals and utilizing good work habits.

**Seniors leaving campus at lunch - At Bell High School, Trinity High School, KEYS High School and BCTEA only Seniors may leave campus during lunch. In order to leave the campus, Seniors must produce their Senior ID to the parking lot security personnel.**

**PARENT/LEGAL GUARDIAN EXPECTATIONS** for working in partnership with the school to pursue educational excellence shall include:

- establishing and maintaining a positive working relationship with teachers and administrators.
- providing for the physical, emotional and social needs of his or her child.
- signing the student and parent statement indicating that a copy of the Student Code of Conduct has been received.
- encouraging the student to adhere to the Student Code of Conduct and supporting the procedures outlined, including the student dress code.
- ensuring the student's compliance with attendance requirements and promptly reporting and explaining absences and tardies to the school.
- attending scheduled conferences and/or initiating conferences to discuss academic progress and other concerns. (Bringing to the attention of school authorities any learning problem or condition that may be related to his or her child's education.)
- cooperating with school administrators and teachers when his or her child is involved in a disciplinary problem.
- notifying the school of medical issues and food allergies which could affect his or her child at school
- responding promptly to school personnel when contacted.
- supporting the academic and behavior goals of his or her child.
- participating actively in the overall school program.
- immediately reporting changes in the home address or home/work phone numbers to the school office. It is imperative that the school have accurate phone numbers in case of emergency. Falsification of information is a violation of Texas Education Code Section 25.001(h) and Texas Penal Code Section 37.10 and could result in criminal and/or monetary penalties.

**ADMINISTRATOR EXPECTATIONS** for helping students reach their potential shall include:

- serving as an appropriate role model for students in accordance with the standards of the profession.
- providing for the safety and welfare of students and employees.
- encouraging parent communication and active participation in the education of their children.
- assuming responsibility as the campus instructional and discipline leader.
- supporting and administering the Student Code of Conduct.
- responding promptly and efficiently to student discipline referrals.
- making a reasonable effort to notify parents of academic, appropriate and/or inappropriate conduct concerns.
- maintaining documentation of parent contacts and/or documenting by date and time attempts to contact a parent/legal guardian.
- assuming responsibility for providing a positive school environment that is free of disruptions where students can pursue their studies in a manner most conducive to learning.

**TEACHER EXPECTATIONS** for supporting a classroom environment that promotes student success shall include:

- serving as an appropriate role model for students in accordance with the standards of the teaching profession.
- ensuring good student discipline by being in regular attendance and on time.
- being prepared to perform teaching duties with appropriate preparation, assignments, and instructional materials.
- complying with District and school policies, rules, regulations and directives.
- maintaining an orderly classroom environment that is conducive to learning and enforcing rules and regulations outlined in the Student Code of Conduct.
- teaching to the standards of performance required by the District.
- establishing rapport and an effective working relationship with parents, students and other staff members.
- teaching students to strive toward self-discipline and encouraging work habits that will lead to the accomplishment of personal goals.
- acting in accordance with the Professional Code of Ethics

**SCHOOL RESOURCE OFFICER (SRO) AND DISTRICT TRUANT OFFICER EXPECTATIONS** for providing a safe school environment and support for State and District attendance laws shall include:

- law enforcement and safety on campus. (The SRO is responsible for all police services provided at the assigned secondary school campuses.)
- enforcement of District and state attendance laws and policies.
- informal counseling. (SRO can perform the duties of first responder and crisis interventionist. The Truant Officer counsels with students and parents concerning attendance laws and penalties for violations of the state laws for thwarting school attendance.)

## **ATTENDANCE**

### **PHILOSOPHY**

It is the philosophy of the HEB ISD and the State of Texas that regular student attendance is essential to increase academic achievement and success. Developing habits of punctuality, self-discipline, and responsibility are expected of all students. It is important that communication and cooperation between the home and school be established. Parents/guardians are encouraged to check with the school when in doubt as to their child's attendance or punctuality. School attendance is a requirement under state law.

### **COMPULSORY SCHOOL ATTENDANCE (Texas Education Code Sec. 25.085)**

Unless specifically exempted by Texas Education Code Section 25.086, a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached the child's 19<sup>th</sup> birthday shall attend school. A student who voluntarily attends or enrolls after his/her 19th birthday is required to attend school each school day. Upon enrollment in prekindergarten or kindergarten, a child shall attend school.

The District may initiate withdrawal of a student for nonattendance if the student has been absent 10 consecutive unexcused school days, or repeated efforts by the District Truant Officer and/or principal to locate the student have been unsuccessful, or a student 19 years or older has more than five unexcused absences in one semester or trimester. A student shall not receive credit for a class or school year unless the student has maintained a minimum of 90% attendance in that semester/trimester.

### **NON-COMPLIANCE OF ATTENDANCE LAWS/TRUANT CONDUCT (Texas Education Code Sec. 25.0951)**

Failure to Attend School/Truant Conduct is defined as any student between ages 6 and 19 that are required to attend school under Texas Education Code Section 25.085, who incurs unexcused absences on ten or more days or parts of days within a six-month period, (parts of days includes tardies). The school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to attend school. An excused absence is determined by the teacher, principal, or superintendent of the school in which the student is enrolled per Texas Education Code Section 25.087(a). It is the parent(s) responsibility to monitor the student's attendance, and the parent, subsequently, is subject to prosecution (Texas Education Code Section 25.093) if the student fails to comply with the compulsory attendance laws. The student is also subject to prosecution only as a civil case (Texas Education Code Sec. 25.0951) or referral to the truancy court if he/she fails to attend school as required by law. A note from a parent will be accepted for absences until a student is unable to fulfill the 90% attendance requirement per semester/trimester, except that personal illnesses exceeding four days require a doctor's note. Excessive absences over the 90% attendance rule require a doctor's note within three days of each illness (HEB Board Policy: FEC (Regulation)).

### **CREDIT (Texas Education Code Sec. 25.092)**

Any student in grades 1 - 8 shall not receive credit and may not be promoted if he/she has been in attendance fewer than 90% of the days the class is offered. Students in grades 9 - 12 who do not maintain 90% attendance in each class per semester/trimester may not be promoted or receive credit for a semester/trimester course. Attendance is recorded each grading period and reported as part of the report card.

### **ABSENCES**

The District/school supports regular attendance and student success by combining early intervention with prosecutorial enforcement of compulsory attendance laws, as well as incentive programs to recognize good attendance. If any student fails to attend school, or the parent/guardian of a school age child fails to send the child to school, as required by law, a notice will be sent to the parent informing them that the district will initiate truancy prevention measures while requesting a conference between a school administrator and the parent. These measures will include a behavior improvement plan, school-based community service, referrals to either in-school or out of school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

If after a conference/warning, the student fails to attend and/or the parent/guardian fails to send the child to school, as required by law, then the parent/guardian commits an offense. (Texas Education Code Section 25.093 - 25.095; Texas Family Code Sec.

51.03/54.021). The truancy prevention facilitator for the district is the Coordinator of DAEP and Truancy. If you have questions about your student and the effect of his or her absences from school, please contact the campus administration or the district facilitator.

The truant officer or other appropriate school officials shall file a complaint, containing the elements of Texas Education Code §25.0915(b), against the student/parent/guardian in court if a student fails to attend school without excuse for 10 or more days or parts of days within a six-month period in the same school year. If the parent/guardian/student is found in violation of the compulsory attendance laws, then the court shall assess a penalty which may include, but is not limited to, community service, suspension of a student's driver's license, mandatory summer/Saturday school attendance, and/or a fine up to \$500 for each day a student remains truant. (Texas Education Code Section 25.093; Texas Code of Criminal Procedure, Article 45.054).

A student absent from school or from any class without parental permission and/or absent from class without the principal's/designee's permission will be considered unexcused and subject to disciplinary action, including, but not limited to, after school/Saturday detention(s), ISS/Crossroads assignment(s), denial of TEA form necessary for the student to obtain a driver's license, citation and/or a referral to the proper court for appropriate judicial action.

A student not actually on campus at the time attendance is taken may be considered in attendance if the student is temporarily absent due to an appointment with a health care professional, if that student commences classes or returns to school on the same day of the appointment WITH A VERIFICATION NOTE FROM THE HEALTH CARE PROFESSIONAL. Presentation of false documentation is a violation of the Student Code of Conduct and will result in disciplinary action.

It is the responsibility of the parent/guardian to call the school each day of the student's absence to explain the reason for absence. The purpose for notifying the school is to ensure that both the school and the parent(s) are aware of the whereabouts of the student and to clarify the absence as excused or unexcused. Parents and students should refer to the campus student handbook for specific school guidelines regarding reporting absences. **ABSENCES NOT CLEARED WITHIN 72 HOURS WILL BE CONSIDERED UNEXCUSED.** A student absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

### **EXCUSED ABSENCE**

Any student may be excused for a temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, court proceedings, or any unusual cause acceptable to the principal/designee of the school in which the student is enrolled. Excused absences are not granted for family vacations/trips. When a student's absence for personal illness exceeds four consecutive days or nine total for the year, or six total in a trimester (high school) the student shall be required to present a statement from a physician or health clinic verifying the illness or condition that requires the student's extended absence from school. The principal and/or attendance committee may, if the student has established a questionable pattern of absences and/or exceeded the 90% attendance requirement during a semester/trimester, also require a physician's or clinic's statement of illness after a single day's absence as a condition of clarifying the absence as one for which there are extenuating circumstances.

When a student is absent from school to attend a Funeral the following process will be followed.

- A student may be required to produce documentation of attending the funeral; this is not required unless the student is requesting this exemption more than once during a school year.
- Students will be given one day for in-town funerals, and three days for out-of-town funerals.
- Additional absences beyond the one (in-town) or three (out-of-town) days will be Excused absences, but they will count against the Final Exam Exemption total absences that are used to calculate the number of exemptions for the student.

(i.e. If a student is absent five days for an out-of-town funeral, three of those are excused and do not count against exemptions absence total. The additional two absences are excused, but do count against exemption absence total.)

### **EXCEPTIONS TO COMPULSORY ATTENDANCE**

#### **All Grade Levels**

State law allows exceptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,



- An activity required under a court-ordered service plan; or
- Any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

As listed in Section I at Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

**Secondary Grade Levels**

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years of age or older is pursuing enlistment in a branch of the U.S. armed services or Texas National Guard, provided the absence does not exceed four days (total per student’s entire enrollment in high school) and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

NOTE: The district’s Exam Exemption Policy does not recognize all excused absences, please refer to page XX for more information.

**UNEXCUSED ABSENCE**

An unexcused absence is defined by the District as being absent without excuse from two or more classes during a school day (secondary) or two or more hours during a school day (elementary). Attendance violations may affect promotion and/or class credit status. The principal/designee may use one or more discipline management techniques after each unexcused absence. District truancy procedures will be followed for any student violating compulsory school attendance laws, including, but not limited to, disciplinary consequences and court referrals/prosecution of student and/or parent violators.

**TARDIES/EARLY DISMISSALS**

Student tardiness is considered a disruption and is not acceptable. Guidelines regarding tardies, including exceptions, can be found in the campus student handbook. Failure to comply with the guidelines shall result in disciplinary action. A student must follow campus procedures/notification regarding an early dismissal request and must sign out through the attendance/school office.

**MAKE-UP WORK FOR ABSENCES**

Students shall have make-up privileges for excused absences. It is the responsibility of the student to secure assignments missed, and make-up all work according to the time allotted by the teacher or make-up policies outlined in the campus student handbook. Failure to complete assignments according to the guidelines will result in no credit for such assignments. Parent/guardians and students should understand that certain types of schoolwork cannot be assigned for completion at home because of teacher explanations and/or special materials that may be needed by the student.

Students who miss school without having an excused absence shall be given an opportunity to make-up academic assignments for a maximum grade of 70. It is the responsibility of the student to secure assignments missed and make-up all work according to the time allotted by the teacher.

**DECISIONS ON ABSENCES**

The decision determining whether an absence is excused or unexcused shall be the responsibility of the principal/designee, and any absence, regardless of the number, will be considered and dealt with on its own merit. Violations of attendance policies may result in disciplinary action and/or affect promotion or class credit status.

After absences exceed the number allotted in a semester/trimester, the student and parent will be notified in writing by the school administration that the student may be assigned an alternative learning activity in addition to completion of missed assignments to ensure compliance with the state’s required attendance percentage. For every absence thereafter, the student may complete an alternative learning activity to support his or her appeal to the attendance committee, if it is deemed appropriate by the counselor or administrator.

**APPEALS PROCESS**

Parents/guardians of students who have accumulated more absences than allowed for class credit (i.e. more than 10 percent) may present a written appeal for extenuating circumstances to the Campus Attendance Committee appointed by the principal

and authorized by the Board of Trustees. After the review of all pertinent documents (written verification of alternative learning activity and extenuating circumstances) and information, the Campus Attendance Committee may grant a student the opportunity to regain credit by meeting designated requirements. The student shall assume the primary responsibility for all documentation being furnished to the attendance committee for review (Texas Education Code Section 25.092).

Students whose petitions for credit are denied may appeal the Campus Attendance Committee's decision, in writing, to the Central Office Administrative Committee within two days of the receipt of the Campus Attendance Committee hearing decision notice. The student or the student's parent(s) may appeal in writing the Central Office Administrative Committee decision to the Board within two days of receipt of the Central Office notice. Responsibility for requesting consideration of extenuating circumstances rests with the student and his/her parent/guardian.

## **DRESS CODE**

The Board believes that proper etiquette, social customs and good grooming are a definite part of the educational process and that a student's conduct is related to his/her dress. To this end, a student's dress at school or any school-related function shall adhere to the common practices of neatness, cleanliness and appropriateness, and meet the standards of the educational environment in such a manner which will contribute to the academic atmosphere, not distract from it.

Any extreme in clothing, hair, cosmetics, jewelry or appearance that may reasonably be expected to cause a distraction or disrupt the normal operations of the school will not be acceptable. Students who fail to comply with this dress code may be sent home and may be subject to disciplinary actions. The Board authorizes school administrators to employ appropriate disciplinary procedures to carry out and enforce the policy.

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The task of evaluating what is proper in the way of dress and grooming is highly controversial, and opinion among people varies.

**The individual schools will assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, or for the order, well-being and general welfare of students.**

It is the responsibility of the student and parent/guardian that the student adheres to the Dress Code as follows:

- Students' hair shall be clean, neat and well-groomed. Hair styles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
- Students shall wear appropriate clothing and undergarments.
  - No half-length or bare-midriff shirts/blouses shall be worn.
  - Clothing that exposes large areas of skin (see-through garments, cutouts or holes in jeans, slacks, dresses, skirts, tank tops, etc.) will not be permitted.
  - Any garment, regardless of what it is called, must be worn no shorter than mid-thigh length. This includes, but is not limited to, skirts, jeans, slacks, pants, sweat pants, "skorts," walking shorts, shorts, etc.
  - Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut or slashed pants are considered inappropriate.
  - Biking shorts/tights of any length (spandex or any other material) are not to be worn except during athletic periods or activities as approved by school personnel or when covered by dress-code appropriate clothing.
  - Students shall wear shoes.
  - No "chains" (including wallet chains) are allowed. Excessive jewelry will not be allowed if it is distracting or disruptive to others. Spiked jewelry will not be permitted.
  - Earrings are permitted; any other body piercing is not permitted.
  - Pajamas and house shoes/slippers may not be worn.
- Students are not to wear clothing, jewelry, body adornments, or expose tattoos with pictures, logos, phrases, letters/words printed on them that are obscene or disruptive in nature in the judgment of the principal/designee. This shall include, but shall not be limited to:
  - Clothing with anything deemed to represent gang expressions or affiliations - a list of apparel prohibited under this provision will be posted on each campus in the same location as the Student Code of Conduct
  - Nude/semi-nude figures
  - Pictures or logos of alcoholic beverages or tobacco, obscene gestures, or words or pictures that depict prohibited substances
  - Figures in sexually-suggestive postures
- Students are not to wear hats of any kind at school during the school day unless approved by the administration for special occasions/circumstances. At no time during the school day are hats to be visibly carried or worn at the school. "Hats" should be interpreted broadly as "hats" and shall include caps, visors, bandanas, scarves, kerchiefs, hoods or similar hat-

like apparel.

- Regulations in reference to grooming and dress for special activities such as athletics, fine arts, drill team, and cheerleading shall be governed by the immediate person in charge of these activities under the direction of the principal.
- No mums or corsages shall be permitted in the junior high school (grades 7 - 9) during the school day.
- “Banquet attire” at the junior high schools (grades 7 - 9) shall be limited to “Sunday attire.” No formals, tuxedos or other such formal attire shall be worn.
- Students in early childhood, kindergarten, first, and second grades may be allowed to wear short pants to school. Students in grades three through six (and students in grades seven through twelve) may be allowed to wear short pants to school, provided that the bottom of the pants is not shorter than mid-thigh and does not have more than a one-inch split up the side. Cutoffs will not be permitted except during elementary physical education classes.

**These guidelines will be enforced at all campuses with consideration given to cultural norms and age appropriateness. Safety, health, order, well-being and general welfare of the students will always be a priority.**

## **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) DRESS CODE (Crossroads and Special Opportunity School)**

For safety reasons, the DAEP Dress Code includes additional requirements and shall be presented to the student and parent/guardian at the time of placement in Crossroads and/or the Special Opportunity School. Students are expected to comply with the DAEP Dress Code on the first day of the disciplinary assignment. Secondary students, while assigned to either program, must wear plain white T-shirts or white, collared shirts with sleeves and traditional-fit blue jeans fastened with belts at the natural waist. A detailed description of the restrictions is found in the brochures students and parents receive when the DAEP assignments are made.

## **STUDENT ACADEMIC INTERVENTION STRATEGIES**

### **Response to Intervention (RtI) Model**

Students who are not experiencing academic success are referred to the Intervention Solutions Team on their campus. The Intervention Solutions Team establishes the level of tier instruction depending on the needs of the students. The Tiers could include:

#### **Tier 1:**

Tier 1 includes all students in HEB ISD. A classroom teacher provides good core instruction to all students. A student’s progress is measured in tier 1 by district and state assessments, observations, and teacher-developed assessments. The teacher provides additional instruction/intervention as needed and collects data on progress.

#### **Tier 2:**

Tier 2 includes students who are having difficulties despite tier 1 interventions. In tier 2, students receive additional intensive, targeted instruction. If a student is not making adequate progress with tier 1 interventions, then a campus RtI committee reviews data on the student to make recommendations for tier 2 interventions based on a student’s needs.

#### **Tier 3:**

Tier 3 includes students who have been identified as having significant difficulties despite tier 1 and 2 interventions. Instruction is intensive and individualized. Data, evaluation, and parent consent are required to place a student in a tier 3 intervention. Tier 3 interventions may include special education services and dyslexia services. Free audio books are available for students with dyslexia and related reading disorders. Contact your campus dyslexia teacher for additional information and a password to access the free resource.

The district will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the district for learning difficulties, including intervention strategies, that the district provides assistance to the student.

## **STUDENT BEHAVIOR, DISCIPLINE, HEALTH, SAFETY and GRADES**

### **JURISDICTION**

A student whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action. School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

Consequences for discipline infractions may vary due to the student’s disciplinary history and the standards set by each campus. Individual campuses strive for consistency and may apply specific consequences for identified behaviors. All students, parents/guardians and school personnel should understand that, in addition to taking disciplinary action at the school level, administrators will report all illegal acts to the appropriate law enforcement authorities of the cities and/or county.

The District has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on district transportation;
- During lunch periods in which a student is allowed to leave campus;
- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
- When a student engages in cyberbullying, as provided by Education Code 37.0832;
- When criminal mischief is committed on or off school property or at a school-related event;
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
- When the student is required to register as a sex offender.

The Student Code of Conduct is in force: during regular school hours (which may include the time after the student leaves home until he or she returns home); while student is at a designated bus stop or being transported on a school bus; at school-related or school-sponsored events where school personnel have responsibility for students; and any time or place at which student conduct interferes with or obstructs the mission or operations of the District, or the safety or welfare of other students or staff members.

The District and/or campus have the right to assign to DAEP or expel a transfer student in accordance with the Code of Conduct or may deny the subsequent transfer for the next school year for violating the District's Student Code of Conduct.

#### **ACADEMIC DISHONESTY**

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments, tests, or projects, as well as disciplinary consequences, in accordance with campus handbooks. Academic dishonesty includes: cheating or copying the work of another student; plagiarism, including use of electronic sources; and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from student witnesses.

#### **AGGRAVATED ROBBERY (Texas Penal Code Sec. 29.03)**

No student shall engage in conduct that contains the elements of aggravated robbery against another person, without regard to whether the conduct occurs on or off school property or while attending a school-related activity on or off school property. A person commits this offense if, in the attempt to unlawfully obtain or maintain control of another's property, he threatens or causes serious bodily injury or uses or exhibits a deadly weapon. Commission of this offense, on campus or while attending a school-sponsored or school-related activity, is a mandatory expellable offense. If the conduct occurs off-campus and while the student is not in attendance at a school-sponsored or school-related activity, then it is a mandatory removal to DAEP.

#### **ALCOHOL USE (Texas Alcoholic Beverage Code Sec. 1.04) AND/OR DRUG USE (Texas Health And Safety Code Chapters 481/483)**

No student shall knowingly sell, give, deliver to another person, use, possess or be under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage, abusable glue, aerosol paint, volatile chemical, or other intoxicant, mood-changing, mind-altering, or behavior-affecting drugs (as those terms are defined by law) or any other substance prohibited under the Texas Controlled Substances Act or the Federal Drug Abuse Prevention Control Act:

- on school property, or within 300 feet of school property
- while attending a school-sponsored or school-related activity on or off school property

Offenses of this nature will result in disciplinary action in accordance with the Student Code of Conduct (including assignment to DAEP or expulsion), Texas Education Code Chapter 37, and other applicable laws (Health and Safety Code Chapters 481/483; 21 U.S.C. Sec. 801 *et. seq.*; Alcoholic Beverage Code Sec. 1.04; and Texas Education Code Chapter 37). HEB ISD considers K2 as a drug and use of such will result in a 60-day placement in DAEP.

A student shall be considered **"under the influence"** by the District if any amount of abusable volatile chemical, alcohol, controlled substances, drug or illegal substance is consumed (inhaled, ingested, applied or used), or if the student does not have

normal use of his/her mental or physical faculties. The student need not be legally intoxicated. The District's definition of "use" is when a student "voluntarily introduces a prohibited substance into his/her body by any means recently enough that it is detectable by physical appearance, actions, breath or speech."

No student shall possess, use, give or sell any paraphernalia (roach clips, rolling papers, needles, baggies with residue, razor blades, pipes or inhalant devices, etc.) that may be considered related to drug, alcohol, abusable glue, aerosol paint, or volatile chemical use. The sale, purchase or delivery of drug "look-alikes" shall result in disciplinary action that may include, but is not limited to, expulsion.

Texas Health and Safety Code Chapter 481 defines marijuana as Cannabis Sativa, whether growing or not, the seeds of the plant and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. Texas Health and Safety Code Chapter 481 defines a controlled substance as a drug, an adulterant, or a dilutant listed in Schedules I through V or Penalty Groups 1, 1 - A, or 2 through 4 of the Texas Controlled Substances Act.

Texas Health and Safety Code Chapter 483 defines a dangerous drug as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. Federal law prohibits dispensing these drugs without a prescription.

Texas Alcoholic Beverage Code Section 1.04 defines an alcoholic beverage as alcohol or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purpose, either alone or when diluted.

### **ARSON (Texas Penal Code Sec. 28.02)**

A student shall be expelled if the student on school property or while attending a school-sponsored or school-related activity on or off school property engages in conduct that contains the elements of the offense of arson under Texas Penal Code Section 28.2. Arson occurs when a person starts a fire or causes an explosion, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage property or when the person is reckless about whether the burning or explosion will endanger the life of others or the safety of the property of others. (See page 51).

### **ASSAULT (Texas Penal Code Sec. 22.01 (a) (1))**

A student commits an assault and is in violation of Texas Penal Code 22.01(a)(1) if he/she intentionally, knowingly or recklessly causes bodily injury to another. Actions or threats of actions that constitute verbal or physical assaults or abuse of any individual on school property or at a school-related function by a student or any other individual will not be tolerated. Offenses of this nature will result in disciplinary action in accordance with the Student Code of Conduct (See pages 48 - 51) and Texas Education Code Chapter 37, and may also result in arrest and/or legal prosecution.

A student is prohibited from making any offensive contact and may be expelled for such contact and/or engaging in conduct that contains the elements of assault against an employee or volunteer on school property and/or assault in retaliation against a school employee or volunteer without regard to whether the conduct occurs on or off school property.

## **BULLYING**

### **Definition**

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying

interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

SB 179, also known as "David's Law," provides for DAEP placement or expulsion for a student who engages in bullying that encourages a student to commit or attempt to commit suicide, incites violence against a student through group bullying, or releases or threatens to release intimate visual material of an adult student without the person's consent or of a minor student.

### **Retaliation/False Claims**

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

### **Reports**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. Anonymous reporting is available on all campus websites on the "Report Bullying" page through CrimeStoppers.

### **Investigations**

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

### **Discipline/Corrective Action**

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, then the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### **Appeals/Transfers**

A student who is dissatisfied with the outcome of the investigation may appeal through Board Policy FNG(LOCAL), beginning at the appropriate level. Student victims may seek transfers of themselves or the bullies pursuant to Board Policy FDB(LEGAL).

## **CELLULAR TELEPHONES/TAPING DEVICES, CD PLAYERS/MP3 PLAYERS/LASER POINTERS ETC.**

Students may utilize their cell phone in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. If the teacher has not given the student permission to use their cell phones the devices must remain turned off and put away during class.

**Use of cell phones outside of individual classrooms will follow the guideline below.**

### **Grades K-6:**

Students are required to keep their devices turned off and stored away during the school day. Cell phones may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes.

### **Grades 7-9:**

Students are required to keep their devices turned off and stored away; they may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes. Use of cell phones during passing periods and lunchtime will be an individual campus decision. Students who violate the campus policy will be subject to disciplinary actions.

### **Grades 10-12:**

Students may use their devices during passing periods and lunchtimes in accordance with campus policy unless they have violated this policy and lost the privilege as a disciplinary measure. Cell phones may only be utilized in the classroom when the teacher deems appropriate as an instructional tool for educational purposes.

### **Electronic Confiscation:**

District employees may confiscate any cell phones that are being used outside of the prescribed uses above.

On the first offense of this policy, the device may be returned to a parent/guardian within 30 days.

On the second offense, the device may be retrieved by a parent/guardian for a fee of \$15.

### **Electronic Disposal:**

After 30 days, the district shall dispose of unclaimed confiscated electronic devices. Persistent misuse of cell phones could result in confiscation until the last day of the school year and additional disciplinary actions. Students may not be in possession of cell phones during state assessments, PSAT, SAT, ACT, AP and IB tests.

**The school is not responsible for lost/stolen cellular phones.**

### **Discipline Alternative Education Programs**

A student shall not possess any electronic device during school hours while assigned to the D.A.E.P. The first offense for an electronic device violation while students are assigned to Crossroads/SOS shall result in a \$15 (cash) retrieval fee, after which the device will only be returned to a parent/guardian. Persistent violations of the electronic policy could result in confiscation until the last day of the school year. Students may not be in possession of cell phones during State Assessments, PSAT, SAT, ACT, AP, and IB tests.

### **HEB ISD Transportation Department School Bus Cell Phone/Electronic Device Guidelines**

- SILENT cell phones/electronic devices will be allowed on bus.
- Students may text and/or use earbuds/headsets only.
- Phone calls may not be made or received while on the bus unless special circumstances exist.
- The bus driver is not responsible for monitoring audio/video content displayed on devices.
- Failure to adhere to the guidelines will result in confiscation of the device and disciplinary action.
- Students whose cell phone is confiscated will be given a Notice of Confiscation with instructions outline retrieval location and process.
- Driver will allow students to place a call if route is severely delayed (30 minutes or more) as caused by:
  - Bus Accident
  - Breakdown
  - Inclement weather
- 

### **Possession and Use of Other Personal Electronic Devices**

Except as described above, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device

### **CHILD NUTRITION**

The District participates in the National School Breakfast and Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Applications for free and reduced-price meals are available in the front office of each school or online at <http://www.schoollunchapp.com/> or by calling the Child Nutrition department at 817-399-2120. New applications must be completed and returned for approval each school year. Students who received free or reduced-price meals the previous school year will continue to receive meal benefits for the first 30 school days of the New Year. During that time, a new application must be completed for free or reduced-price meals to continue.

#### **Meal Application**

For quicker determination of eligibility, use the online meal application. Go to: [www.SchoolLunchApp.com](http://www.SchoolLunchApp.com)

#### **Prepayments**

Prepayments for meals may be made using one of the following methods:

Parent/guardian may send checks from the local bank for the amount to be deposited into the student's account. Make checks payable to "HEBISD Child Nutrition." Out-of-town checks will not be accepted. Temporary checks that include a printed name of the depositor and physical address will be accepted.

Cash payment may be deposited into the student's account. Bills over \$20.00 will not be accepted

Online payment may be made by going to [www.mySchoolbucks.com](http://www.mySchoolbucks.com)

#### **Charge Policy**

In order to better serve our community and to comply with the Texas House Bill 3562, Child Nutrition allows students to charge reimbursable breakfast and lunch meals. All employees are expected to follow the Charge Policy as stated.

#### **All Sites:**

- Charge limit of \$10.00 for reimbursable breakfast and lunch meals.
- No a la carte charges allowed.
- Child Nutrition will notify the household by letter and/or calls.
- Manager will contact the school's office and the Child Nutrition office when an account reaches -\$10.00.

Adults and Visitors are not allowed to charge. Purchases must be paid for at the time of service. Every HEB ISD district employee has an account set-up in the Point of Sale (POS) system. Encourage district employees to deposit money in their account.

#### **Menu**

Access your school menu by clicking the "Cafeteria Menu" under the Quick Links found on your school's website or <http://hebisd.nutrislice.com/menu/school name>. Example: <http://nutrislice.com/menu/bedford-heights>

### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

#### **Warning Signs of Sex Trafficking**



Sex trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online. Possible warning signs of sexual trafficking in children include: ■ Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude; ■ Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology); ■ Tattoos or branding; ■ Refillable gift cards; ■ Frequent runaway episodes; ■ Multiple phones or social media accounts; ■ Provocative pictures posted online or stored on the phone; ■ Unexplained injuries; ■ Isolation from family, friends, and community; and ■ Older boyfriends or girlfriends

### **Reporting and Responding to Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children**

Anyone who suspects that a child has been or may be abused, sex trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and sex trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. Parents, if your child is a victim of sexual abuse, sex trafficking, or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.] Reports of abuse, trafficking, or neglect may be made to: The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website). Further Resources on Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children (All Grade Levels) The following websites might help you become more aware of child abuse and neglect, sexual abuse, sex trafficking, and other maltreatment of children: ■ Child Welfare Information Gateway Factsheet ■ KidsHealth, For Parents, Child Abuse ■ Texas Association Against Sexual Assault, Resources ■ Office of the Texas Governor's Child Sex Trafficking Team ■ Human Trafficking of School-aged Children

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

For more information:

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following websites might help you become more aware of child abuse and neglect:

- [http://www.keepkidshealthy.com/welcome/commonproblems/child\\_abuse.html](http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html)
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)
- [https://tea.texas.gov/Texas\\_Schools/Safe\\_and\\_Healthy\\_Schools/Child\\_Abuse\\_Prevention/Child\\_Abuse\\_Prevention\\_Overview/](https://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/)
- <https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>
- <http://taasa.org/resources/>
- <https://www.childwelfare.gov/topics/preventing/>
- <https://www.childwelfare.gov/topics/preventing/preventionprograms/sexualabuse/>
- <http://taasa.org/product/child-sexual-abuse-parental-guide/>
- <https://www.dfps.state.tx.us/Training/Reporting/default.asp>

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1 800-252-5400 or on the web at <http://www.txabusehotline.org>).

### **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should report to the counseling office to request an appointment. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

**CYBER BULLYING/BREACH OF COMPUTER SECURITY (Texas Education Code Section 37.0832, Texas Penal Code Section 33.02)**

Cyber bullying is included in the definition of bullying, above. Cyberbullying can occur when one or more people intentionally harm, harass, intimidate, or reject another person using technology. Examples include, but are not limited to, (1) sending threatening messages to a classmate or school personnel via e-mail, IM (instant messaging), text messages or social network sites; (2) Spreading rumors about classmates or school personnel through e-mail, IM, text messages or social network sites; (3) Sharing fake or embarrassing photos or videos of classmates or school personnel with others via a cell phone or the web; (4) Stealing classmates or school personnel's login and password to send mean or embarrassing messages from his/her account or posting a social page in the name of another person. A person commits the offense of a breach of computer security if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner. (Texas Penal Code Sec. 33.02(a)).

**DATING VIOLENCE (Texas Education Code Section 37.0831)**

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 dating relationship. Dating violence also occurs when a person commits these acts against a person who is or was once in a marriage or dating relationship with the person committing the offense. This conduct is considered prohibited 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; substantially or unreasonably interferes with the student's academic performance; or otherwise adversely affects the student's educational opportunities.

**DETENTION**

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

**DISCRIMINATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, bullying, 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.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's sex, race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Students or parents who believe that they have been discriminated against should first bring the matter to a teacher's or school official's attention. If the outcome of that discussion is not satisfactory, then the student/parent(s)/guardian(s) who have a grievance regarding discrimination should contact the campus principal, the Title IX Coordinator at 817-283-4461, or the ADA/Section 504 Coordinator at 817-283-4461.

**DISRUPTION OF CLASS OR ACTIVITIES (Texas Education Code Sections 37.123 – 37.124)**

Any behavior which violates the rules of a particular classroom and interferes with the teacher's opportunity/ability to communicate with students or to present material, or interferes with the other students' opportunity/ability to concentrate on the material or their assignments is considered a disruption of class and may result in removal by a teacher and other disciplinary action in accordance with the Student Code of Conduct and Chapter 37 of the Texas Education Code.

Conduct that disrupts the class or educational activities of a school includes, but is not limited to:

- emissions by any means of noise of an intensity that prevents or hinders classroom instruction
- enticement or attempted enticement of students away from classes or other school activities that students are required to attend
- prevention or attempted prevention of students from attending classes or other school activities that students are required to attend
- entrance into a classroom without the consent of either the principal/designee or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities
- false alarms, bomb threats and false 911 calls
- emissions of offensive smells from devices such as stink/smoke bombs (Texas Education Code Section 37.124)

Other Prohibited Disruptive Activity includes:

- obstructing or restraining the passage of persons in an exit, entrance, or hallway of a building without the authorization of the administrator of the school
- seizing control of a building or portion of a building to interfere with an administrative, educational, research, or other authorized activity

- preventing or attempting to prevent, by force or violence or the threat of force or violence, a lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or the threat of force or violence at a lawful assembly in progress
- obstructing or restraining the passage of a person at an exit or entrance to the campus or property or preventing or attempting to prevent by force or violence or by threats of force or violence the ingress or egress of a person to or from the property or campus without the authorization of the administration of the school (Texas Education Code Section 37.123)

**DOCUMENTED SERIOUS MISBEHAVIOR WARRANTING EXPULSION OF STUDENT IN DAEP  
(Texas Education Code Section 37.007(c))**

“Documented serious misbehavior while in DAEP despite documented behavioral interventions” means: deliberate violent behavior that poses a direct threat to the health or safety of others; extortion (the gaining of money or property by force or threat); coercion under Texas Penal Code Section 1.07; or conduct that constitutes public lewdness under Texas Penal Code Section 21.07, indecent exposure under Texas Penal Code Section 21.08, criminal mischief under Penal Code 28.03, personal hazing under Penal Code 37.152, or harassment under Penal Code 42.07(a)(1) of a student or District employee.

**ELECTRONIC COMMUNICATION/COMPUTER RESOURCES**

Students must comply with the HEB ISD Board Policy CQ (REGULATION) as it applies to technology. Violations of this policy will result in disciplinary action.

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. These resources are made available to students primarily for instructional purposes in accordance with administrative regulations. Limited personal use is permitted only if it imposes no tangible cost to the District, does not unduly burden District resources, and has no adverse effect on any student’s academic performance. Students must use appropriate behavior and abide by District policies, regulations and guidelines when using the computer and/or accessing the electronic communication network. Failure to follow the policies and regulations may result in loss of access privileges, additional disciplinary actions to be determined by the campus administrator, and/or when applicable, referral to law enforcement agencies.

**System users are expected to observe the following network etiquette:**

- Be polite (harassing, insulting or attacking others in writing is prohibited, as is typing messages in all capital letters).
- Use appropriate language (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory language).
- Use Electronic Communication System for very limited personal use only.
- Refrain from pretending to be someone else when sending/receiving messages.
- Access appropriate information (transmitting, receiving, or accessing obscene messages or pictures, or other inappropriate items is prohibited).
- Reveal only necessary information (providing personal addresses or phone numbers of the user or others is prohibited).
- Consider whether a file may be too large or may be unreadable by the recipient before attaching it to an e-mail.
- Use the network in such a way so as not to interrupt/disrupt network usage.
- Refrain from posting unauthorized Web Pages, graphic/offensive images or messages on a school/district server or Web Page.
- Refrain from transmitting or forwarding confidential information.
- Report observed or suspected technology security problems to school personnel.

**On-line Conduct:**

- The individual to whom a system account is issued will be responsible at all times for its proper use.
- System users may not use another person’s system account.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy
- Commercial use, income-generating, or "for-profit" activities, product advertisement, or political lobbying is prohibited by users. Sending unsolicited junk mail or chain letters is prohibited.
- System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder.
- System users may not disable, or attempt to disable, a filtering device on the District’s electronic communications systems
- Communications may not be encrypted so as to avoid security review.
- Students may not distribute personal information about themselves or others, including but not limited to, personal addresses and telephone numbers.
- Students should never make appointments to meet people whom they meet online and should report any request for such a meeting to a teacher or administrator.
- System users must purge and/or make hard copies of electronic mail and files such in accordance with established retention guidelines. System users should avoid actions that are likely to increase the risk of introducing viruses into the system, including opening e-mails from unknown senders or loading data from unprotected computers.
- System users may not upload public domain programs to the system or download or redistribute public domain programs for

their own use.

- System users may not send or post messages that are abusive, obscene, pornographic, sexually-oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not purposefully access materials that are abusive, obscene, and pornographic sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users should be mindful that use of school-related e-mail might cause readers to assume the user represents the District or school.
- System users may not waste District resources related to the electronic communications system.
- System users may not gain unauthorized access to resources or information.

#### **Information/Content/System Monitoring:**

The District utilizes filtering software to block inappropriate content, including: nudity/pornography; sexual act images or descriptions; promotion of violence; illegal weapon use; drug or alcohol use; discrimination; hate groups; instructions for performing criminal acts, and online gaming. A committee will consider requests to unblock sites for bona fide research and instruction.

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension and/or revocation of privileges on the District's system and will also be subject to disciplinary action in accordance with the Student Code of Conduct. Cell phones may be utilized as instructional tools only under the direct supervision of a teacher. **All system users, including students and parents, should be aware that electronic communications (including e-mail) are not private and may be monitored by District staff.**

#### **Vandalism**

Any malicious attempt to harm or destroy District equipment or materials, data of another user or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may be considered criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration and/or hardware/software replacement/repair. Violators of this policy will also be subject to disciplinary action.

#### **Forgery**

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

#### **Termination of System User Account**

The District may deny, revoke, or suspend a specific user's access to the District's system with or without cause or notice for lack of use, violation of regulations regarding acceptable use, or as a result of disciplinary actions against the user.

#### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties that the system hardware and software will function efficiently without interruptions or be error-free. Opinions, advice, services, and all other information expressed by system users, information providers, services providers, or other third party individuals in the system are those of the providers and not the District.

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

#### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state- developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### **Electronic Recording**

Students may not audio or video record on campus unless permission is granted by a school staff member.

### **Electronic Communication System Notice**

Unless written parent objection is received by the campus principal within ten (10) days of the issuance of this notice, students in compliance with Board Policy (CQ) REGULATION will receive, on an as-available basis at each campus, an Electronic Communication System account which includes access to the internet and a student email account provided by the District or through a District-approved provider. Parents and students must sign the Student Agreement for Participation in an Electronic Communication System each school year.

### **Limiting Electronic Communications with Students by District Employees**

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual’s professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

The employee is required to send a copy of the text message to the employee’s district email address.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Statement of Philosophy**

Students participating in extra-curricular activities are first and foremost representatives of their school community and must exemplify appropriate behavior at all times, on and off campus.

Participation in extra-curricular activities is a privilege and not a right. Participants in extra-curricular activities are held to a higher standard of conduct than the general student body and must be responsible, cooperative, and adhere to school policies and regulations at all times. Violations warranting probation, suspension or dismissal will be communicated to the parents.

Students placed on probation, suspension, or dismissal, as determined by the activity sponsor and campus principal/designee, will participate in counseling and/or substance abuse interventions when appropriate. As used in this policy, the following terms and definitions will mean:

- **“Extra-curricular Activities”** shall mean an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by the board of trustees. Extra- curricular activities include, but are not limited to, public performances, contests, demonstrations, displays and club activities.
- **“Offenses”** shall mean any violation as documented by school personnel or law enforcement.
- **“Probation”** shall mean continued participation in extra-curricular activities on a trial basis.
- **“Suspension”** shall mean no participation in any school-sponsored competitions/performances during or after school hours; however, students will be required to attend practices/rehearsals.
- **“Dismissal”** shall mean relieved of all duties/recognition in all extra-curricular activities for the remainder of the school year and placed on probation for one calendar year when involved in tobacco, alcohol and drug offenses.

With the approval of the principal and/or designee, sponsors and coaches of specific extracurricular activities may develop and enforce standards of behavior higher than the District’s Student Code of Conduct/Extra-Curricular Activities Code of Conduct. Student members and/or participants in the activity must adhere to those standards. The standard for scholastic eligibility shall be that all individual grades be 70 or higher for each six weeks. A student who earns a grade lower than 70 will be suspended for three weeks from participation in extra-curricular activities during or after school. **This “no pass - no play” rule is a state law.**

The Texas Education Agency has adopted a policy change concerning academic eligibility in relation to the UIL Concert &

Sightreading Evaluation for Band, Choir and Orchestra ensembles with students in grades 7 – 12. This TEA policy update defines UIL Concert and Sightreading Evaluation as curricular in nature and not a competition where a winner is named and ensembles do not advance toward another level of competition that culminates in a state championship. Because this event is curricular in nature, TEA has determined that the event should not be subject to the grade requirements under TEC, 33.081(c)

TEA has also granted that school districts will have the autonomy to uphold the grade requirements for performance participation as is best for the school district. HEB ISD will address the grade requirement in this manner:

- Students who have consistently not maintained passing grade requirements but meet all criteria for performance standards expected at the UIL evaluation standard may perform with their assigned ensemble for the UIL Concert and Sightreading Evaluation if they are approved by the program director as meeting performance standards.
- Students who present consistent poor behavior habits may not be allowed to perform at the UIL Concert and Sightreading Evaluation at the discretion of the program director.
- The program director will make decisions on student performance at the UIL Concert and Sightreading Evaluation.

Students participating in extra-curricular activities and who are not in compliance with the District Student Code of Conduct, campus policies, rules, regulations and directives, or extra-curricular activity guidelines are subject to suspension or dismissal without resort to probation. Students participating in extra-curricular activities are expected not to attend or remain at any activity where tobacco, alcohol, or drugs are being illegally consumed. Students found in violation of rules, policies, and/or laws related to tobacco, alcohol and/or drugs, on or off school property, will be subject to suspension as described below:

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> / Subsequent Offense</b>
<b>Tobacco</b>	*1 week suspension and probation for one calendar year	Dismissal
<b>Alcohol</b>	*3 weeks suspension and probation for one calendar year	Dismissal
<b>Drugs</b>	*6 weeks suspension and probation for one calendar year	Dismissal

No consequence will be assessed for students who immediately leave an activity upon learning of the introduction of tobacco, alcohol, and/or drugs and self-report the incident to a campus administrator and/or organization sponsor the next school day. If an administrative investigation reveals that the self-report is not accurate in any manner, then the student will be subject to the maximum penalty invoked under the Extra-Curricular Activities Code of Conduct (ECC) for first offenders.

Students who self-report a violation of the ECC policy (i.e., self-consumption and/or possession of tobacco, alcohol, and/or drugs) to the campus administrator and/or organization sponsor the next school day and PRIOR to notification of the offense by law enforcement/school personnel will be subject to suspension as described below:

	<b>1st Offense</b>	<b>2nd /Subsequent Offense</b>
<b>Tobacco</b>	*Warning and probation for one calendar year	Dismissal
<b>Alcohol</b>	*1 week suspension and probation for one calendar year	Dismissal
<b>Drugs</b>	*3 weeks suspension and probation for one calendar year	Dismissal

**\*Students assigned to the Disciplinary Alternative Education Programs (Crossroads and/or SOS) shall be suspended from all extra- curricular activities for the length of the assignment.**

Students who violate this policy during the probationary period will be dismissed from all extracurricular activities for the remainder of the school year and will have their probation extended from the beginning of the next school year until the date that is one year from date of dismissal.

In addition to the suspension from participation, student violators will be subjected to the disciplinary actions outlined in the District Student Code of Conduct. Students involved in tobacco, alcohol and drug offenses will be required to participate in an approved counseling and/or a substance abuse program at the parent’s expense. If not assigned to a DAEP program, students suspended from extra-curricular activity competitions/performances will be required to attend practices/rehearsals.

**FALSE ALARM OR REPORT (Texas Penal Code Sec. 42.06)**

A student commits a false alarm or report and is in violation of Texas Penal Code 42.06 if he/she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he/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 the school, a school room, a school bus, or a facility at which a school-related function is occurring.

Engaging in conduct that contains the elements of an offense, action or threats of actions that constitutes a false alarm or report involving a public school (i.e. bomb threat or pulling a fire alarm without cause) will result in disciplinary action in accordance

with the Student Code of Conduct (See pages 50 – 51) and Chapter 37 of the Texas Education Code and may also result in arrest and/or legal prosecution.

### **FIGHTING**

Fighting is considered a hostile encounter between students, including but not limited to, any verbal or shoving exchanges that lead to and/or incite physical contact or bodily injury.

School employees on each campus may notify law enforcement personnel when a fight occurs, and it will be at the discretion of the law enforcement officer who responds as to whether the student should be placed in custody, or a citation should be issued for a Class A or B misdemeanor or a felony. The District may file a complaint or referral with the proper court. Should the officer make the decision to arrest one or more students, the cost of the fine for the citation that is issued can range up to \$500 for each student. Fighting is considered disruptive and will result in disciplinary action, which will include, but is not limited to, placement in a District DAEP program and/or a fine by the Municipal/Justice of the Peace court. The district may take into consideration self-defense as a factor in determining the degree of punishment. The factor of self-defense will be determined by the campus administration.

### **FIREARM**

For purposes of the Federal Gun-Free Schools Act, a firearm is: (1) any weapon (including a starter gun), which will or is designed to, or which may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket, having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known, which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled. 18 U.S.C. 921.

### **FRATERNITIES, SORORITIES, SECRET SOCIETIES, GANGS (Texas Education Code Section 37.121)**

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

The District is committed to keeping schools free from threats or any harmful influence of groups or gangs which advocate disruptive behavior while under District supervision. Gang activity is considered a serious offense and shall be subject to disciplinary and legal action.

### **GANG-RELATED BEHAVIOR**

Any behavior which is commonly associated with gang activities or gang-related affiliation, including, but not limited to, the violation of the established District dress code (i.e. baggy pants worn low on the waist), the possession of gang paraphernalia (i.e. bandanas, chains, etc.), the intimidation of students or staff members in the name of or under the guise of gang activities, the use of gang graffiti or gang colors, or the use of symbols, tattoos, identifying language, gestures or hand signals which are commonly associated with gang activities/insignias, is considered gang-related behavior and will result in disciplinary action.

For purposes of this rule, a "gang" means an organization that seeks to advance its interest by illegal and/or violent means. In determining the identity of gangs, associated attire, activities, and insignias, the school district will consult with local law enforcement authorities.

### **Gang-Free Zones**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

### **GOVERNMENTAL AUTHORITIES**

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the officials' requests regarding the conditions of the interview or questioning. When law enforcement officers or other authorities wish to question or interview a student at school for any purpose other than a child abuse investigation, the principal/designee will: (1) 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; (2) make a reasonable effort to notify parents/guardians, unless the interviewer raises what the principal considers to be a valid objection; and (3) be present during the questioning, unless the interviewer raises what the principal/designee considers to be a valid objection.

State law requires the District to permit a student to be taken into legal custody: (1) to comply with an order of a court; (2) to comply with the laws of arrest; (3) by a law enforcement officer, if there is probable cause to believe the student has engaged in a criminal violation, delinquent conduct, conduct indicating a need for supervision, or conduct that violates a condition of probation; (4) by a probation officer, if there is probable cause to believe the student has violated a condition of probation or release; (5) to comply with a properly-issued directive by a court to take a student into custody; (6) by a law enforcement officer, to take a child's fingerprints or photograph per Texas Family Code Section 58.021; (7) by a representative of 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 Texas Family Code Section 262.104 relating to the student's physical health or safety; and (8) as otherwise provided in Texas Family Code Chapter 262 in a suit by a governmental entity to protect the health and safety of a child.

Before a student is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal/designee will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The principal/designee will notify the Superintendent/designee and will ordinarily attempt to notify the parent, unless the officer or other authorized person raises what the principal/designee considers to be a valid objection to notifying parents/guardians. Because the principal does not have the authority to block a custody action, notification will most likely be after the fact.

Law enforcement personnel are required to notify the Superintendent/designee whenever a student who is enrolled in a district school is arrested or referred to juvenile court for commission of any felony offense or certain misdemeanor offenses or is convicted or receives deferred prosecution or deferred adjudication for said offenses. The notice may be done orally within 24 hours of the arrest or referral or before the next school day, whichever is earlier. Within seven (7) days, a written notice will follow.

The written notice will contain sufficient details of the referral or arrest and the acts allegedly committed by the student to enable the Superintendent/designee to determine whether there is a reasonable belief that the student has engaged in conduct defined as a felony offense by the Texas Penal Code. The information contained in the notice will be considered by the Superintendent/designee in making a determination. The District is also required by state law to notify all instructional and support personnel who have responsibility for supervision of a student who has been arrested or taken into custody by a law enforcement agency.

### **HARASSMENT/HATE LANGUAGE/NAME CALLING/THREATS/BULLYING**

Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct: (1) affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment; (2) has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or (3) otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence. Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

While the school protects freedom of speech, hate language/speech on or within 300 feet of school property or at a school-sponsored or at a school-related activity on or off school property that reasonably will lead directly to disruption of the educational process or to a substantial interference with the rights of others to an equal educational opportunity is grounds for discipline.

Students, teachers, parents and/or school/district visitors shall refrain from insulting, threatening, intimidating or making any derogatory statements/gestures of a personal and/or sexual nature which are likely to cause disruption of the orderly operation of the school, which invade the rights of other persons, or which are so severe or pervasive as to create a hostile learning environment or incite violence.



Examples of “hate language/speech” and/or forms of harassment include, but are not limited to, slurs of another person’s character, family, race, religion, sex, ethnic origin, physical appearance, intellectual ability, or disability expressed orally, symbolically and/or in writing. Engaging in verbal, non-verbal, written, or physical exchanges that threaten the safety of another student, school employee or volunteer (or cause physical damage to their property), on school property or within 300 feet of school property or at a school-related function, will not be tolerated. Students engaging in hate language/speech, bullying, making “hit lists” and/or any other form of harassment will be subject to consequences as outlined in the Student Code of Conduct (See pages 48 - 51), the Employee Handbook, and the Campus Student Handbook. A victim of bullying, sexual assault or dating violence, as determined by the administration, has the right to transfer to another classroom within the same school or to another school within the district, or upon the victim’s request the perpetrator may be transferred.

### **HAZING (Texas Education Code Section 37.151)**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Examples include:

- Any type of physical brutality;
- Any type of physical activity that subjects the student to an unreasonable risk of physical or mental harm, such as sleep deprivation, exposure to the elements, confinement to small spaces, or calisthenics;
- Any activity involving consumption of food, liquids, drugs, or other substances that subjects the student to unreasonable risk of physical or mental harm;
- Any activity that adversely affects the mental health or dignity of the student, such as ostracism, shame, or humiliation; and
- Any activity that induces, causes, or requires the student to violate the Penal Code.
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

### **HEALTH RELATED MATTERS**

#### **Bacterial Meningitis**

##### **What Is Meningitis?**

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

##### **What Are The Symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1-year-old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, seizures, 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, then 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, such as brain damage or kidney failure, hearing loss, limb damage necessitating amputation, gangrene, coma or convulsions.

##### **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 long outside the body. They are spread when people exchange saliva (such as by kissing, or sharing drinking containers, utensils, toothbrushes, or cigarettes) or come in contact with respiratory or throat secretions.

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

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

A vaccine for some of the forms of bacterial meningitis is available and is required for most incoming college students. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek immediate medical attention.

### **For More Information**

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

### **Food Allergies (TEXAS EDUCATION CODE-SECTION 25.0022, SECTION 38.0151)**

Upon a student's enrollment, a parent/guardian shall notify the School District if a student has any documented food allergies, or food allergies that could result in dangerous or life threatening reactions, either by inhalation, ingestion, or skin contact with a particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse at your campus if your child has a known food allergy or as soon as possible after any diagnosis of food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses, employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.hebisd.edu](http://www.hebisd.edu)

### **Head Lice (TEXAS EDUCATION CODE- SECTION 38.031)**

HEB ISD follows recommendations from The American Academy of Pediatrics, Centers for Disease Control, National Association of School Nurses, and Texas Department of State Health Services in the management of head lice in the school setting. Head lice, although not an illness or a disease is very common among children and is spread very easily through head-to-head contact during play, sports, or naptime, and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice the school nurse will contact the student's parent to determine a plan of treatment. Notice will also be provided to parents of elementary students in the affected classroom. More information on head lice can be obtained from the DSHS website under Managing Head Lice.

### **Immunization (Texas Education Code Section 38.001 *et seq.*)**

A student must present documentation indicating that he or she is fully immunized or being immunized as quickly as medically feasible. A student must meet all immunization requirements specific to the student's age group as detailed in School Board Policy FFAB. Exclusions from compliance are allowable on an individual basis for medical contraindications or reasons of conscience, including a religious belief. Proof of immunization may be personal records from a licensed physician or public health care clinic with a signature or rubber stamp validation with the month, day and year that the immunization was received.

### **Medication at School**

HEB ISD employees will administer prescription and non-prescription medications required to enable a student to stay in school under the following conditions:

- A written signed request containing the student's name, name of medication, dosage, time and duration of medication provided by the parent or legal guardian and signed by the physician. This applies to all prescription and over-the-counter medications.
- All medication, prescription and nonprescription, must be in its original, properly-labeled container.
- Controlled substances, i.e. Ritalin, must be transported to the school by an adult. The medications must be turned in to the school nurse/designee by the student immediately upon entering the building.
- Medication must be accompanied by the "Physician Request for Administration of "Medicine" form. (See page 45, Elementary; page 46, Secondary).
- Medication will be administered by a school nurse or by a non-health professional designated by the principal or school nurse (except for prescription asthma medication or anaphylaxis injectors, and diabetes management medication and supplies, with physician and parental written permission). The school nurse must be consulted if the student requires

long-term medication, any health care procedures, or monitoring.

- A student may possess and use a topical sunscreen product while on school property or at a school related event provided the product is FDA approved, in its original container, and is not shared with other students. The sunscreen product is only for the personal use of the individual student. It may not be shared with any other student.

Students are not allowed to possess medication (prescription and/or over-the-counter) at school or while attending a school-related function, with the exception of prescription asthma medication (such as an inhaler) or emergency anaphylaxis injectors (such as an epi-pen), and then, only with proper written authorization to carry it from a licensed physician and the parent. The student must demonstrate responsible use of the self-carried medication or the privilege will be revoked. Violations of this policy and drug-related laws shall result in disciplinary action and/or legal prosecution. (Minimum 3-day DAEP placement for possession of over-the-counter medications and 5-day DAEP placement for possession of prescription medications not considered a controlled substance.)

A student with diabetes, who will seek care while at school or while participating in a school activity, and the physician responsible for the student's diabetes treatment, shall develop and submit to the school a Diabetes Management and Treatment Plan (DMTP). Upon receipt of the DMTP, the school principal/designee or the school nurse shall develop an Individualized Health Plan (IHP). In accordance with the student's IHP, the school shall permit the student to attend to the management and care of the student's diabetes, which may include: (1) performing blood glucose level checks; (2) administering insulin through the insulin delivery system the student uses; (3) treating hypoglycemia and hyperglycemia; (4) possessing, on the student's person at any time, any supplies or equipment necessary to monitor and care for the student's diabetes; and (5) otherwise attending to the management and care of the student's diabetes in the classroom, in any area of the school or school grounds or at any school-related activity.

Herbal substances or dietary supplements including essential oils provided by the parent will only be administered if required by the student's individualized education plan (IEP) or Section 504 plan for a student with disabilities. The district assumes no responsibility for loss or negligent behavior of students who violate the rules/laws associated with this policy. Violators will be subject to disciplinary action.

#### **NOTICE TO PARENTS/GUARDIANS EMERGENCY ADMINISTRATION OF ALBUTEROL VIA NEBULIZER IN STUDENTS WITH RESPIRATORY DISTRESS**

The purpose of this notification is to inform parents/guardians that Hurst-Euless-Bedford Independent School District (HEB ISD) has adopted a procedure to allow licensed nursing personnel to administer albuterol via nebulizer to a student who is reasonably believed to be experiencing respiratory distress.

Each campus will be supplied with stock albuterol premixed vials and standing order from an advising physician to be used for cases of respiratory distress.

HEB ISD nursing staff are trained to administer albuterol while the campus is open. For purposes of this policy, a campus is considered open beginning with the first hour of instruction through the last hour of instruction. See Board Policy FFAC (Local). Cook Children's Hospital will fund supplies (nebulizer, tubing, and premixed albuterol medication vials) through the Asthma 411 program. If funding from an outside source ceases, the implementation of Asthma 411 program will be re-evaluated by HEB ISD.

Parents of students with known asthma related diagnosis should provide the school with all necessary medications for implementing the student-specific order on an annual basis. This guideline is not intended to replace student-specific orders or parent-provided individual medications.

**HURST-EULESS-BEDFORD I.S.D.**

**PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICINE ELEMENTARY SCHOOL**

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ School's Phone: \_\_\_\_\_ School's Fax #: \_\_\_\_\_

- 1. Condition for which prescribed treatment is required:
- 2. Precautions, unfavorable reactions, limitations after administration of medicine or procedure:
- 3. **\*Student may carry inhaler/epi-pen/diabetes management supplies and equipment with him/her at all times upon physician and parent approval, if the student has demonstrated competence in self-administration.**

Starting Date	Name of Medication(s)	Strength (i.e.,12mg)	Dosage (i.e. 2 tabs, 1 tsp.)	Route (i.e. oral, topical)	Time to Be Given

Date of request: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Printed)

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Address \_\_\_\_\_ Physician's Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**PARENT/GUARDIAN**

We, (I), \_\_\_\_\_

**Name of Parent/Legal Guardian (Please Print)**

Consent for the principal or designee to administer the above medication or procedure to (my) child during school hours as specified by my physician. This includes both prescription and over the counter medication.

I agree to furnish any supplies or necessary equipment required. I understand that the school must have the following information prior to administering medication to my child. All medication brought to school shall be in the original labeled prescription container. For the protection of the student, over-the-counter medicine should also be in the original container.

**\*It is advisable to keep an inhaler/epi-pen/diabetes management equipment in the nurse's office for emergencies or when student may forget his/her inhaler.** Extra inhaler will be brought to nurse's office. \_\_\_\_ Yes \_\_\_\_ No

**Parental Consent:** I consent to and authorize the health care provider to disclose health information to the school, and for the school to disclose the above information to those within the school district who have a need to know for legitimate educational purposes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Cell Phone #  
Form #729-15

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Home Phone #

**HURST-EULESS-BEDFORD I.S.D.  
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICINE  
SECONDARY SCHOOLS**

Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ School's Phone: \_\_\_\_\_ School's Fax # \_\_\_\_\_

1. Condition for which prescribed treatment is required:
  
2. Precautions, unfavorable reactions, limitations after administration of medicine or procedure:
  
3. **\*Student may carry inhaler/epi-pen/diabetes management supplies and equipment with him/her at all times unless otherwise specified by physician.**

Starting Date	Name of Medication(s)	Strength (i.e., 12mg)	Dosage (i.e., 2tabs, 1 tsp.)	Route (i.e. oral, topical)	Time To Be Given

Date of request: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Printed)

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Address \_\_\_\_\_ Physician's Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**PARENT/GUARDIAN**

We, (I), \_\_\_\_\_

**Name of Parent/Legal Guardian (Please Print)**

Consent for the principal or designee to administer the above medication or procedure to (my) child during school hours as specified by my physician. This includes both prescription and over the counter medication.

I agree to furnish any supplies or necessary equipment required. I understand that the school must have the following information prior to administering medication to my child. All medication brought to school shall be in the original labeled prescription container. For the protection of the student, over-the-counter medicine should also be in the original container.

**\*It is advisable to keep an inhaler/epi-pen/diabetes management equipment in the nurse's office for emergencies or when student may forget his/her inhaler.** Extra inhaler will be brought to nurse's office. \_\_\_\_ Yes \_\_\_\_ No

**Parental Consent:** I consent to and authorize the health care provider to disclose health information to the school, and for the school to disclose the above information to those within the school district who have a need to know for legitimate educational purposes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Cell Phone #  
Form 730-14

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Home Phone #

### **School Health Advisory Council (TEXAS EDUCATION CODE-SECTION 28.004)**

A SCHOOL HEALTH ADVISORY COUNCIL (SHAC) is a group of individuals representing segments of the community, appointed by the school district to serve at the district level, to provide advice to the district on coordinated school health programming and its impact on student health and learning. The district SHAC meets 4 times/year.

SHAC assists the district in ensuring that local community values are reflected in health education instruction. Additionally, SHAC's play an important role in strengthening the connection between health and learning. They can help parents and community stakeholders reinforce the knowledge and skills children need to stay healthy for a lifetime. Additional information can be found on the DSHS website or by contacting the Health Services Department at 817-399-2124.

### **Seizures (TEXAS EDUCATION CODE-SECTION 38.032, 033)**

Epilepsy/Seizure disorder is a medical condition that may require special assistance/accommodations. The school supports children with epilepsy in all aspects of school life, encouraging them to achieve their full potential. The student's parent/guardian may submit a seizure management plan upon enrollment or as soon as practical following a seizure disorder diagnosis to the school nurse. District personnel who have regular contact with students will complete a TEA approved online course on seizures and related first aid. Additional information can be found on the DSHS website under epilepsy.

### **HIT LIST**

This refers to a list of names of people targeted to be harmed using a firearm, knife, or any other object used with intent to cause bodily harm. Students engaged in making a hit list will be subject to consequences as outlined in the Student Code of Conduct.

### **INDECENT EXPOSURE/PUBLIC LEWDNESS (Texas Penal Code Sec. 21.07-21.08)**

Students shall be placed in an alternative education program for engaging in public lewdness under Section 21.07 of the Texas Penal Code or indecent exposure under Section 21.08 on or within 300 feet of school property or while attending a school-sponsored and/or school-related activity on or off school property. Students who commit such conduct while in DAEP shall be expelled. In addition to the Texas Penal Code definitions, the definition of public lewdness and indecent exposure in this District also encompass inappropriate behavior of a sexual nature. This includes, but is not limited to, such acts as masturbation, simulated sexual acts, consensual groping or sexual contact, and the inappropriate display or exposure of private body parts through acts such as mooning, flashing, and/or wearing attire suggestively. Students engaging in offenses relating to indecent exposure or public lewdness will be subject to disciplinary action (See pages 51 - 53) and/or criminal prosecution.

### **INSTRUCTIONAL MATERIALS**

A parent has the 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.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### **LOCKERS**

School property such as lockers and desks shall remain under the control of school personnel and shall be subject to search. The school is not responsible for items left in lockers. Although students are responsible for the security of and the contents of lockers assigned to them, lockers remain the property of the school. Lockers may be searched at any time reasonable cause exists to believe they contain articles or materials prohibited by Board policy or this Student Code of Conduct. Students shall not place, keep or maintain any article or material in lockers that is forbidden by District or campus policy or that would lead school officials to reasonably believe that it would cause a substantial disruption/safety concern on school property or at a school-related function. The District strongly recommends at the secondary campuses that lockers be locked at all time

### **MOTOR VEHICLE USAGE/PARKING**

Only high school students possessing a valid driver's license are authorized to drive motor vehicles to and from school. Students are to exercise utmost caution driving on the school parking area and must observe a maximum speed of 10 m.p.h. Student drivers or passengers who endanger the safety of themselves or others will be subject to disciplinary action, which may include loss of driving/parking privileges on campus.

Students shall obtain annual parking permits and must park in the designated area specified by the permit. Permits may be revoked for abuse of specified rules. **A student assumes responsibility for security and for damages to his/her vehicle while parked on school property or at a school function.** Vehicles parked on school property are under the jurisdiction of the school and students will be held responsible for, and will be subject to disciplinary action and/or criminal prosecution for any prohibited objects or substances, such as alcohol, drugs, and/or weapons found in vehicles parked on school property. A

search of a vehicle may be conducted any time there is reasonable cause to believe the vehicle contains contraband that is a violation of a school rule, with or without the permission of the student. Students shall not go into parking areas during school hours without permission of a school administrator or according to school procedures.

## **NOTICES**

### **Asbestos Management Plan**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail please contact the Maintenance Department, the district's designated asbestos coordinator at 817-283-4461.

### **Education Assistance to Homeless Students**

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

The McKinney-Vento Homeless Assistance Improvements Act requires schools to make certain considerations for a student who is experiencing a temporary living arrangement due to the family's economic hardship or loss of housing. For more information, please contact your school counselor or you may call the HEB ISD Homeless Liaison directly at the number below: Federal Programs Coordinator Phone Number: 817-399-2082

### **Sudden Cardiac Arrest**

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student who is required to obtain a physical to participate in a UIL event may request an electrocardiogram (ECG or EKG) to screen for such disorders. For more information please contact the Director of Athletics at 817-399-2324

### **Football Helmets**

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

### **Options and Requirements for Providing Assistance to Students who have Learning Difficulties or who need Special Education**

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within forty-five (45) calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Director of Special Education Phone Number: 817-399-2046

### **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, Pest-Free School Environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school

assignment area may contact the Maintenance Department, the district's IPM coordinator, at 817-281-4461.

### **Physical Fitness Assessment (Grades 3–12)**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Coordinator of Educational Support Services, at 817-399-2028, to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Services for Title 1 Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the Federal Programs Coordinator who may be contacted at 817-399-2082.

## **PARENT AND FAMILY ENGAGEMENT (ALL GRADE LEVELS)**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is regular two-way, meaningful communication between family members and school staff and a strong partnership between home and school. Your involvement and engagement 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 school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal.
- Becoming a school volunteer. [For further information, see contact your student's home campus or The Public Relation and Marketing Department at 817-399-2025
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees. Such as the District Level Improvement Committee (DLIC) or Campus Level Improvement Committee (CLIC) assisting in the development of educational goals and plans to improve student achievement. Please contact your student's home campus for more information.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues.
- Responding to the HEB ISD Parent and Community Survey.
- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations.

For more information on any of these opportunities please contact the Coordinator of Family Engagement, Community Outreach, & Teacher Support at 817-399-2180

## **PARENTAL ROLE IN CERTAIN CLASSROOM AND SCHOOL ASSIGNMENTS/SPECIAL EDUCATION**

### **Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return



from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (LEGAL).]

### **Safety Transfers/Assignments**

As a parent, you may:

Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying, which includes cyberbullying, as defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.

Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus. 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 FDE.]

Request the transfer of your child to another district campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

### **Service/Assistance Animal Use by Students**

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

In addition, for a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

Assist the student with the completion of any applications for admission or for financial aid;

Arrange and accompany the student on campus visits;

Assist in researching and applying for private or institution-sponsored scholarships;

Identify whether the student is a candidate for appointment to a military academy;

Assist the student in registering and preparing for college entrance examinations, including, subject to the availability of funds, arranging for the payment of any examination fees by the Texas Department of Family and Protective Services (DFPS); and Coordinate contact between the student and a liaison officer for students who were formerly in the conservatorship of the state.

### **Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

**Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

**Contact Person for Special Education Referrals:**

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

Contact Person: Director of Special Education

Phone Number: 817-399-2046

**Section 504 Referrals:**

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

**Contact Person for Section 504 Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Guidance and Counseling Coordinator

Phone Number: 817-399-2064

**PERSONAL PROPERTY/BICYCLES/SKATING EQUIPMENT**

The school is not at any time responsible for students' private possessions. Students should mark all personal items. Students who ride bicycles, motorcycles, etc., to school should park and secure them in the assigned place immediately upon arrival. Skates, skateboards, roller blades, and/or roller shoes are not allowed on school property for safety and storage/security reasons.

**PHYSICAL RESTRAINT**

Any district employee may, within the scope of the employee's duties, physically restrain a student if the employee reasonably believes it is necessary in order to: (1) protect a person from physical injury, including the person using physical restraint; (2) obtain possession of a weapon or other dangerous object; (3) protect property from serious damage; (4) remove from a specific location a student refusing a lawful command of a school employee, in order to restore classroom/school order or impose disciplinary measures; or (5) restrain an irrational student who presents a danger to the student or others. No student may be confined in a locked space or placed in seclusion in a locked space, except in an emergency situation while awaiting the arrival of law enforcement personnel, if the student has a weapon and the confinement is necessary to prevent the student from causing bodily harm to the student or others.

## **POSSESSION**

Possession means to have on a student's person or in the student's personal property, including but not limited to: 1) the student's clothing, purse, or backpack; 2) any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or 3) any other school property used by the student, including but not limited to, a locker or desk.

## **PUBLIC PROPERTY**

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

## **PUBLICATIONS AND PRIOR REVIEW**

- All school publications edited, printed, distributed in the name of, or within the school, shall be under the control of the principal/designee and the Board. The principal will be responsible for all matters pertaining to the editorial control, organization, issuance and sale of publications, subject to the Superintendent's approval.
- The District shall prevent the distribution or posting of material which would materially and substantially disrupt or interfere with normal school operations or interfere with the rights of others. Student material which is, or could be perceived as, sponsored by the school may not attack any individual or group on the basis of gender, race, creed, ethnicity or religion.
- Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.
- Student material criticizing school officials, advocating violations of school rules, or encouraging actions that endanger the health or safety of students may be prohibited when there is evidence that reasonably supports that the material is substantially disruptive to school operations or interferes with the rights of others.

## **RETALIATION (Texas Penal Code Sec. 36.06; Texas Education Code Sec. 37.007(d))**

A student commits an offense if he/she intentionally or knowingly harms or threatens to harm another student or school district employee or volunteer on or off campus because the individual has reported a violation of the Student Code of Conduct or is a witness to such a violation.

A student shall be expelled if the student engages in conduct that contains the elements of any offense listed in Texas Education Code Section 37.007(a), and may be expelled if the student engages in conduct that contains the elements of any offense listed in Texas Education Code Section 37.007(b)(2)(c) against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district, without regard to whether the conduct occurs on or off school property or while attending a school-related activity. (See pages 50 - 51)

## **SCHOOL RESOURCE OFFICER (SRO)**

To assist with security, local law enforcement officers serve as School Resource Officers on secondary campuses. The SRO is available to inform students of their rights and responsibilities as lawful citizens, to provide informal counseling for students in special situations and to teach/answer questions that students may have regarding juvenile law. The District may file a complaint or refer a student to the proper court, or the police may take the student into custody or issue a citation for Class A or B misdemeanor or felony conduct when a student displays certain serious and/or illegal behavior.

## **SCHOOL/BUS SAFETY**

The school district has the primary responsibility of assuring that its schools are safe. Students who, by their behavior on or off school property, pose an imminent threat to the safety of members of the school community will be subject to appropriate disciplinary action and possible criminal penalties.

Although the District has implemented safety procedures, the cooperation of students/parents/guardians is essential to ensure school and student safety. Students should:

- Avoid behavior that is likely to put the student, other students, or school personnel at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety outlined in the campus student handbook or rules established by the administrators, teachers or bus drivers.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of administrators, teachers and bus drivers who oversee the welfare and safety of students.

In order to protect the safety of students and school personnel, including the maintenance of order and discipline, and to deter the possession or use of drugs, weapons and other contraband at school, on school buses, and at school-related activities, the

District will employ surveillance and search devices including metal detectors, audio/video surveillance/recording equipment and canines as needed. (Texas Education Code Section 26.009(b) (1)).

### **SCHOOL OFFENSES**

"School offense" means an offense committed by a child enrolled in a public school that is a Class C misdemeanor, other than a traffic offense, and that is committed on property under the control and jurisdiction of a school district. A peace officer may not issue a citation to a child who is alleged to have committed a school offense, but may take a child into custody. A school district may file a complaint with a criminal court against a student who commits a school offense. A complaint alleging the commission of a school offense must: be sworn by a person who has personal knowledge of the underlying facts giving rise to probable cause to believe that an offense has been committed; and be accompanied by a statement from a school employee stating whether the child is eligible for or receives special education services, and the graduated sanctions, if required, that were imposed on the child before the complaint was filed.

### **SEARCH AND SEIZURE**

In order to secure a safe school environment and protect others from any potentially harmful effects stemming from contraband, students bringing contraband onto school property and/or to school-related events are subject to search and seizure. **Search and seizure could include cell phones and all contents, including text messages, photos, or videos, if they are related to a violation of the Student Code of Conduct.** Students are prohibited from carrying on their person or having on school property or at a school-related event such items as drugs, weapons, alcohol, pagers, or other contraband/ materials in violation of school policy or state law.

Students shall be free from unreasonable search and seizure by school officials. Searches of a student's outer clothing, pockets, purses, backpacks, etc. may be conducted if reasonable cause exists to believe the student is carrying contraband in violation of school rules, or with the student's consent. Highly intrusive invasions of a student's privacy, such as searches of the student's person, shall be conducted only if reasonable cause exists to believe that a search will uncover evidence that the student possesses contraband, the measures adopted are reasonably related to the objectives of the search, and the search is not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Except as otherwise provided in the policy, school officials may search a student or a student's property with reasonable cause, with the student's free and voluntary consent, or with a search warrant.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as engaging in unwelcome sexual advances, requesting sexual favors, using sexually abusive or vulgar language or other verbal, visual or physical conduct or other conduct for communication of a sexual nature when such conduct interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. This definition includes dating violence. The District prohibits students from engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture or other sexual conduct directed toward another student or District employee as defined in FFH (LEGAL/LOCAL).

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment, and shall investigate all complaints alleging sexual harassment. The District considers sexual harassment to be a serious offense and shall consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent/guardian in a conference with the principal/designee or with the District Title IX coordinator (817-283-4461). The conference will be scheduled and held within five days of the request. The Title IX coordinator will direct an investigation, which ordinarily will be completed within ten (10) District business days. The student or parent/guardian will be informed if extenuating circumstances delay completion of the investigation. Oral complaints should be submitted in writing to assist in the District's investigation.

### **STUDENT/PARENT RIGHTS AND COMPLAINT PROCEDURES**

The purpose of this procedure is to secure, at the first possible level, prompt and equitable resolution of student or parent complaints, including those complaints alleging discrimination on the basis of gender, race, creed, ethnicity, and religion or disabling condition.

A student or parent shall be entitled to an informal conference with an administrator to resolve his/her complaint. If such an attempt is unsuccessful, then the student or parent may initiate a formal complaint as identified in Board Policy FNG (LEGAL and LOCAL).

If a complaint involves a problem with a teacher, the student or parent in most circumstances shall be expected to discuss the

matter with the teacher before requesting a conference with the principal at Level One. The student may be represented by an adult at any level of the complaint. At Levels One and Two, a written response will be provided from the appropriate administrator to the student or parent. For purposes of this policy, “days” shall mean District business days.

### **Level One**

A student or parent who has a complaint shall request (in writing on a form provided by the District) a conference with the principal. This complaint must be filed within fifteen (15) days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. Copies of any documents that support the complaint should be attached to the complaint form. If copies of the documents are not available at the time the complaint is filed, then they should be provided at the time of the conference. No new documents may be submitted by the student or parent after the Level One conference, unless the student or parent did not know they existed before the conference. The principal shall schedule and hold a conference with the student or parent within ten (10) days of receipt of the written request. The principal will provide the student or parent a written response within ten (10) days following the conference.

### **Level Two**

If the outcome of the conference with the principal is not to the student’s or parent’s satisfaction, then the student or parent may request, within ten (10) days, a conference with the Superintendent or designee, to appeal the Level One decision. The appeal notice must be submitted in writing, on a form provided by the District, within ten (10) days of the date of the written response, or if no response is received, within ten (10) days of the Level One response deadline. Once the appeal notice is received, the principal will prepare and forward a record of the Level One conference to the Superintendent. The student or parent may request a copy of this record. The Superintendent, or his designee, will hold a conference within ten (10) days after the appeal notice is received. This conference will be limited to the issues presented by the student or parent at the Level One conference and identified in the appeal notice. The Superintendent or designee will provide a written response to the parent or student within ten days.

### **Level Three**

If the outcome of the conference with the Superintendent or designee is not to the student’s or parent’s satisfaction, or if the time for response has expired, then the student or parent may appeal the decision to the Board of Trustees. The appeal notice must be filed in writing, on a form provided by the District, within ten (10) days of the date of the Level Two response or, if no response was received, within ten (10) days of the Level Two response deadline. The Superintendent shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda to be heard. The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See Board Policy BE). The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and take whatever action it deems appropriate. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of official action by the Board upholds the administrative decision at Level Two

### **STUDENT RESOURCE OFFICER (SRO)**

The primary function of the School Resource Officers shall be to insure the safety of students and faculty and provide campus security. Specifically, the School Resource Officers shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds, assist with enforcement of compulsory student attendance laws, and serve as liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.

### **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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student’s identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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.

### **TEACHER QUALIFICATIONS**

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

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

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

### **TERRORISTIC THREAT (Texas Penal Code Sec. 22.07)**

A person commits an offense if he/she threatens to commit any offense involving violence to any person or property with intent to:

- cause a reaction of any type to his/her threat by an official or volunteer agency organized to deal with emergencies;
- place any person in fear of imminent serious bodily injury;
- prevent or interrupt the occupation or use of a building, room, place of assembly, automobile, or other form of conveyance, or other public place;
- cause impairment or interruption of public communications, or other public service;
- place the public or a substantial group of the public in fear of serious bodily injury; or influence the conduct of activities of a branch or agency of the federal government, the State, or a political subdivision of the State, such as a school district.

Engaging in conduct that contains the elements of an offense, action or threat of actions that constitutes a terroristic threat will result in disciplinary action in accordance with the Student Code of Conduct (See pages 50 - 51) and Chapter 37 of the Texas Education Code, and may also result in arrest and/or legal prosecution.

### **TEXAS EDUCATION CODE**

This statutory law passed by the Texas Legislature applies to the daily operation of schools and details the responsibilities and duties of state and local education boards, agencies, and personnel. Chapter 37 refers to school safety matters including mandates related to student removals/expulsions for serious offenses and required communications between schools and law enforcement. References to sections of the Texas Education Code including Chapter 37 are available upon request.

### **TEXAS HEALTH AND SAFETY CODE**

Medical definitions, standards, and criminal penalties provided in the Healthy and Safety Code as referenced in Texas Education Code Chapter 37 are available upon request.

### **TEXAS PENAL CODE**

The Texas Penal Code establishes a system of prohibitions, penalties, and correctional measures to deal with conduct that unjustifiably and inexcusably causes or threatens harm to those individuals or public interest for which state protection is appropriate. The Texas Education Code provides that the criminal laws of the State apply to areas under the jurisdiction of a school board and gives a school board the authority to adopt rules related to school safety. References to the Texas Penal Code as cited in the Texas Education Code Chapter 37 (student discipline procedures/laws) are available upon request.

### **THEFTS**

No student shall take, steal or borrow any property that does not belong to him/her without the consent of the person to whom the property belongs. Students engaging in offenses relating to theft, robbery, and/or the sale of another's property will be subject to disciplinary action as listed in Level II of the Student Code of Conduct and are also subject to arrest or legal prosecution.

### **TIME OUT**

A student may be assigned "time out" as a behavior management technique and/or a discipline management practice in order to

provide the student with an opportunity to regain self-control. During the “time out”, a student may be separated from other students for a limited period of time in an unlocked setting from which the student is not physically prevented from leaving.

#### **TITLE 5 OF THE TEXAS PENAL CODE (TPC)**

**Offenses against a person on or off campus** which will result in disciplinary action as listed/defined in Sec. 37.006-37.007 of the Texas Education Code (i.e. DAEP assignment or expulsion) include, but are not limited to, the following:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code;;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code;;
- Assault under Section 22.01, Texas Penal Code;
- Aggravated assault under Section 22.02, Texas Penal Code; Sexual assault under Section 22.011, Texas Penal Code;
- Aggravated sexual assault under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;
- Voyeurism under Section 21.17, Texas Penal Code;;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code;;
- Sexual coercion under Section 21.18, Texas Penal Code;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;
- Terroristic threat under Section 22.07, Texas Penal Code ;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code.

#### **TOBACCO/ELECTRONIC CIGARETTES**

Students are not to smoke, chew, vape or be in possession of tobacco products or electronic cigarettes on school property or while attending a school-sponsored or school-related activity on or off school property. Students may not be in possession of matches, lighters, juuls, vape cartridges or any other smoking or vaping paraphernalia, on school property or while attending a school-sponsored or school-related activity on or off school property. Students violating this policy shall be subject to disciplinary action (See page 49) and the District may file a complaint or referral against the student in the proper court.

#### **TRANSPORTATION**

The District makes school bus transportation available to all students living two or more miles from school at no cost to students/parents/guardians. Under certain student safety circumstances, the District may declare some hazardous routes and permit students living within two miles of the school to use District transportation. The district does not provide transportation for secondary students who are assigned to the District’s Disciplinary Alternative Education Program (DAEP).

Riding the school bus is a privilege provided by the District and should be treated as such. Rules and regulations including procedures for waiting for the bus, loading and unloading the bus properly, conduct on the bus, as well as procedures for accidents or emergencies, are provided by the transportation department and/or home school. The purpose of this information is to help provide a safe and pleasant experience for children and adults who ride/drive the school bus. No cell phones/electronic devices are allowed to be used or displayed on school buses in HEB ISD during bus routes unless permitted by the bus driver due to special circumstances. Students who fail to comply with the established rules of conduct while using school-provided transportation may be removed from the bus and sent to the principal’s office, where they will be subject to disciplinary action consistent with the levels of misbehavior outlined in the Student Code of Conduct as determined by the campus principal/designee. Serious or repeated offenses may result in denial of transportation services. Students must comply with the District dress code while riding the bus.

#### **TRUANT OFFICER**

The District Truant Officer is responsible for enforcing District and state attendance laws/policies, investigating each reported case of unexcused absence and referring any student/parent who has violated compulsory attendance laws to the proper court for legal action. The Truant Officer counsels with students/parents concerning attendance requirements and penalties for violating state law and district policies. Parents who are considered in violation of compulsory attendance laws may be issued a citation by the Truant Officer. The District may file a complaint or referral with the proper court against any student who is considered to be in violation of the District’s compulsory attendance laws.

### **UNSAFE SCHOOL CHOICE OPTION (Texas Education Code Sections 25.0341 - 25.0342)**

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 in this handbook and in Texas Education Code Section 37.0832, or sexual assault as defined in Texas Education Code Section 25.0341. Transportation is not provided for a transfer to another campus (See Board Policy FDB). If the victimized student does not wish to transfer, then the victim may request that the perpetrator be transferred to another campus or to the District's disciplinary alternative education program.

As a parent, you have a right 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 Texas Education Agency ("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 Board Policy FDE). There were no schools in the HEB ISD rated unsafe by TEA for the 2014-2015 school year.

### **VANDALISM/GRAFFITI ON SCHOOL PROPERTY (Texas Penal Code Sec. 28.08)**

Students shall not vandalize or otherwise damage or deface any property, including computers, furniture and other equipment, belonging to or used by the District or school. Damage to property in excess of \$1,500 is felony criminal mischief and requires placement in a disciplinary alternative education program or expulsion. Students shall be responsible for the care and return of state-owned textbooks and shall pay for replacement of lost or damaged textbooks. Students engaging in offenses relating to vandalism or damage to school property will be subject to disciplinary action. (See pages 49 - 51).

Students commit an offense punishable as a felony for graffiti under Section 28.08 of the Texas Penal Code if they, without effective consent, intentionally or knowingly mark on the tangible property of a school (including inscriptions, slogans, drawings, or paintings). Violators will be subject to disciplinary action and/or legal prosecution.

### **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, contact the Child Nutrition Services at 817-399-2120.

### **VIDEO CAMERAS (ALL GRADE LEVELS)**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including 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 and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal or Coordinator of Student Services (817-399-2028) who has been designated by the district to coordinate the implementation of and compliance with this law, for further information or to request the installation and operation of this equipment.

### **VISITORS**

#### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. Visitors entering a District school may be required to provide government-issued photo identification. The District reserves the right to conduct sex offender criminal history searches on any visitor. A person who is a registered sex offender shall not be allowed to visit District facilities. A parent who is a registered sex offender is limited in his or her campus access as provided in Board Policy GKC (LOCAL)

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

All visitors to individual classrooms are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Please note, that during the delivery of instruction in a teacher's classroom, visitors will not be allowed to use cell phones or any video or audio recording devices without the specific permission of the classroom teacher.



### **Unauthorized Persons**

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG (LOCAL) or GF (LOCAL).

### **WEAPONS (Texas Penal Code Sec. 46.01, 46.05)**

Students are prohibited from bringing to school, to a school-sponsored or school-related activity on or off school property, or on school bus/passenger transportation any weapons including, but not limited to, the following: firearms (as defined by federal law and/or the Texas Penal Code), prohibited weapons, knives of any kind or size, explosives (including fireworks), explosive weapons, zip guns, knuckles, nightsticks, chains, clubs, razors or any other object used to threaten or inflict bodily injury on another person.

School personnel are authorized to search lockers and vehicles parked on school premises, if they have reasonable cause to believe that a violation of law or this Code of Conduct has occurred. The possession, use or threatened use, (including any action or remarks indicating a concealed weapon is or may be in the student's possession) of look-alike/imitation weapons and/or articles not generally considered to be weapons (mace/pepper spray, armor-piercing ammunition, martial arts objects, pellet guns, Tasers/stun guns, school/office supplies, etc.) may be prohibited when the principal/designee determines that a danger exists or is threatened to exist for any person or school property.

Non-compliance with weapon policies/laws as defined in Texas Penal Code Sections 46.01, 46.02 and 46.05 will result in disciplinary action as listed in Chapter 37 of the Texas Education Code, Levels III-IV of the Student Code of Conduct and legal prosecution when applicable. Students who violate any part of the firearm policy shall be expelled and referred for prosecution. Expulsion shall be set for a term up to and including one calendar year from the date of the offense.

**“Prohibited weapons” as defined by the Texas Penal Code are as follows.** Possession of such weapons will result in expulsion as listed in Level IV of the Student Code of Conduct and/or legal prosecution.

- A firearm is a 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. This definition does not include antique or curio firearms manufactured prior to 1899; or a replica of same, if it does not use rim fire or center fire ammunition.
- A location restricted knife as defined by law is a knife with a blade over 5.5 inches, a hand instrument designed to cut or stab another by being thrown, a dagger, a Bowie knife, a sword, or a spear.
- An explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine 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, and includes a device designed, made or adapted for delivery or shooting an explosive weapon.
- A 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.
- A 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.
- A firearm silencer is any device designed, made, or adapted to muffle the report of a firearm.
- Armor-piercing ammunition is handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.
- A chemical dispensing device, other than a small chemical dispenser sold commercially for personal protection, is a device that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being.
- A zip gun is a device or combination of devices that was not originally a firearm and has been adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.
- A tire deflation device is a device, including a caltrop or spike strip that, when driven over, impedes or stops the movement of a wheeled vehicle.

## **HEB ISD Elementary GRADING GUIDELINES**

- Teachers will record a minimum of 6 grades per core academic subject (reading, language arts, math, science, and social studies) by the progress report and 12 grades per subject area by the end of the 6 weeks. The majority of the language arts grades will be comprised of composition and grammar.
- As long as the teacher maintains the minimum number of grades, the teacher has the discretion to drop grades. Assignments should be graded and posted on Home Access Center in a timely manner so that students are receiving appropriate feedback and parents are able to access accurate information.
- Students will receive grades if they have been in attendance at least half of the current grading period in an HEB ISD school. Students enrolling in an HEB ISD school from outside the district or state will also receive credit for grades earned from the previous school.

### **General Grading Practices**

- The teacher has the discretion for deductions to be taken from grades based on criteria other than content (such as an incomplete heading or omitting a name on a paper). A reasonable deduction for primary grades is five points or less and 10 points or less for intermediate grades per assignment.
- Students may be allowed to “redo” an assignment with a failing grade. A failing grade is defined as a grade below a 70. These assignments can be returned to the teacher for corrections to receive a maximum grade of 70.

### **Tutorials**

- A tutorial program shall be provided for each student whose grade average is below 70 in one or more core academic subjects. Students who are in jeopardy of scoring below 70 in a subject for a six-week grading period are considered for tutoring.
- Re-teaching should be done during after-school tutoring, before school tutoring, or in classroom intervention, including small groups, to address grade averages below 70.

### **Late Work**

- Late work will be accepted with a maximum deduction of 10 points per day. Three days is the limit for late work to be accepted.
- A best practice policy is that the student will complete assigned work rather than receive a zero in support of HEB Core Message #1: Students are responsible for their own learning.

### **Homework**

- The purpose of homework is to practice and reinforce skills that have been taught and learned in class. It is a district expectation that homework should be given.
- Homework policies and guidelines are the responsibility of the individual campuses.

### **Class Assignments**

- It is the expectation that students complete assignments in the reasonable time allowed by the teacher. Based on the assignment and requirements, it is the teacher’s discretion to allow unfinished classwork to be completed at home or at school the following school day. If applicable, late work guidelines may be enforced. (See Late Work guidelines above.)
- An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District grading policy applicable to the grade, as determined by the Board.
- A determination by the Board is not subject to appeal. This provision does not prohibit an appeal related to a student’s eligibility to participate in extracurricular activities under Education Code 33.081

### **Finality of Grades (Texas Education Code Section 28.0214)**

- An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District grading policy applicable to the grade, as determined by the Board.
- A determination by the Board is not subject to appeal. This provision does not prohibit an appeal related to a student’s eligibility to participate in extracurricular activities under Education Code 33.081

## HEB ISD SECONDARY GRADING GUIDELINES

### **Grading**

The term “core academic subjects” is defined to mean English, reading or language arts, mathematics, science, foreign languages, government, economics, history, and geography.

As long as the teacher maintains the minimum number of grades, the teacher has the discretion to drop grades. Assignments should be graded and posted on Home Access Center in a timely manner so that students are receiving appropriate feedback and parents are able to access accurate information.

### **General Grading Practices**

The teacher has the discretion for deductions to be taken from grades based on criteria other than content (such as late work). A reasonable deduction is 10 points or less per assignment for secondary grades.

Students may be allowed to “redo” a daily assignment with a failing grade. However, long term projects cannot be redone. A failing grade is defined as a grade below a 70. These assignments can be returned to the teacher for corrections to receive a maximum grade of 70.

### **Tutorials**

A tutorial program shall be provided for each student whose grade average is below 70 in one or more core academic subjects. Students who are in jeopardy of scoring below 70 in a subject for a six-week grading period are considered for tutoring.

Re-teaching should be done during after-school tutoring, before school tutoring, or in classroom intervention, including small groups, to address grade averages below 70.

### **Homework**

The purpose of homework is to practice and reinforce skills that have been taught and learned in class. It is a district expectation that homework should be given. Homework policies and guidelines are the responsibility of the individual campuses.

A best practice policy is that the student will complete assigned work rather than receive a zero in support of HEB Core Message #1: Students are responsible for their own learning.

### **Class Assignments**

It is the expectation that students complete assignments in the reasonable time allowed by the teacher. Because of time requirements, unfinished work **may** be completed at home and graded for full credit in lieu of completing the work in class the following school day.

### **Progress Reports**

Report cards will be issued every 6 weeks. After each 3 weeks period, the schools will print and give progress reports showing grades for all classes for distribution to students. If a student has less than a 70 at the time a progress report is issued, the teacher is responsible for contacting parents in writing, by telephone or e-mail, or through a conference.

### **Finality of Grade (Texas Education Code Section 28.0214)**

An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District grading policy applicable to the grade, as determined by the Board. A determination by the Board is not subject to appeal. This provision does not prohibit an appeal related to a student’s eligibility to participate in extracurricular activities under Education Code 33.081.

**HURST-EULESS-BEDFORD INDEPENDENT SCHOOL DISTRICT FINAL EXAM  
EXEMPTION POLICY GUIDELINES**

<b>Grade</b>	<b>Absences</b>	<b>Exemptions</b>
<b>7<sup>th</sup>—11<sup>th</sup></b>	<b>0 Absences</b>	<b>2 Exemptions</b>
	<b>1-2 Absences</b>	<b>1 Exemption</b>
<b>12<sup>th</sup></b>	<b>0 Absences</b>	<b>3 Exemptions</b>
	<b>1 Absence</b>	<b>2 Exemptions</b>
	<b>2 Absences</b>	<b>1 Exemption</b>

**General Guidelines**

- An absence is defined as being in class less than 38 minutes at the high school level and less than 26 minutes at the junior high level.
- Any absence of one period or more will constitute an absence for the day and will count against the exemption policy.
- At campus discretion, tardies may be used as a criterion for granting exemptions.
- Exemption passes must be used in the qualifying trimester/semester only and may not be held from one trimester/semester to the next.
- Any student may opt to take a final examination in a course for which he/she has earned an exemption. When doing so, the exemption will be expended and the score obtained on the final examination will be used in computation of the final course grade only if doing so would improve the student's final course average.
- A final exam exemption list will be posted two days before the first exam is given. Students are responsible for checking the lists and if they feel there is an error, submit a written request to their attendance secretary by the posted deadline.
- Junior High students must be enrolled a minimum of 15 weeks of the semester to be eligible for an exam exemption.
- High School students must be enrolled a minimum of 10 weeks of the trimester to be eligible for an exam exemption.
- Participation in a school sponsored activity, funerals, official college visits during junior or senior year (max 2 per year) and observance of a religious holy day are the only absences that do not count against a student's exemption. No other exceptions will be made to this Exemption Policy.
- Students that take a total of 5 or more AP and/or IB classes and the corresponding exams will be exempt from all spring trimester exams that year.
- IB diploma candidates will be exempt in all classes in the spring of their senior year.

**Beginning in the 2017-2018 School Year, a 10<sup>th</sup> - 12<sup>th</sup> grade student may earn one additional exam exemption in the third trimester by earning the status of Exempt in Reading and Math as measured by the SAT, ACT, or TSI tests.**

- **Note:** Students will be given one day for in-town funerals, and three days for out-of-town funerals.

**Minimum Number of Grades**

The minimum number of major and minor grades are determined by the following **Secondary Grade Book Templates**.

**Secondary Grade Book Templates**

<b>Department</b>	<b>Course Type*</b>	<b>Category A (Major Grades)</b>	<b>Minimum Assignments</b>	<b>Category B (Minor Grades)</b>	<b>Minimum Assignments</b>
Fine Arts	All	60%	2	40%	6
Language Arts	On Level	50%	2	50%	8
	Advanced	60%	3	40%	8
Math	On Level	50%	2	50%	8
	Advanced	60%	2	40%	8
Science	On Level	50%	2	50%	8
	Advanced	60%	2	40%	8
Social Studies	On Level	50%	3	50%	8
	Advanced	60%	3	40%	8
CTE	On Level	50%	2	50%	6
	Advanced	60%	2	40%	6
World Language	On Level <sup>^</sup>	50%	2	50%	8
	Advanced	60%	2	40%	8
PE/Athletics	All	80%	1	20%	6
Health	All	50%	2	50%	10

\* **Advanced Courses** include Honors, PreAP/IB, AP, and IB.

<sup>^</sup>All Level 1 world language courses are classified as On Level, even if taken in 7<sup>th</sup> or 8<sup>th</sup> grade.

# **Student Code Of Conduct**

## **STUDENT CODE OF CONDUCT**

### **GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES**

When imposing discipline, school personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider shall include: (1) seriousness of the offense; (2) student's age; (3) frequency of the misconduct; (4) student's attitude/intent; (5) self-defense; (6) potential effect of the misconduct on the school environment; (7) a student's disability that substantially impairs the student's capacity to understand the wrongfulness of the act; (8) requirements of Chapter 37 of the Texas Education Code; (9) the Student Code of Conduct; and (10) the campus rules outlined in the student campus handbook.

Discipline management techniques may be used alone or in combination and may include, but are not limited to, oral correction, parent-teacher conferences, detention, assigned school duties other than class tasks, withdrawal of privileges, referral to legal authorities, in-school suspension, Saturday school, removal to a Discipline Alternative Education Program (DAEP) (Crossroads or Special Opportunity School (SOS), and expulsion.

When an administrator is making decisions on disciplinary situations they must take the following mitigating factors into consideration.

1. Self-defense,
2. Intent or lack of intent at the time the student engaged in the conduct,
3. The student's disciplinary history, or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
6. A student's status as homeless.

#### **PROHIBITED AVERSIVE TECHNIQUES**

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO (LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

#### **REMOVAL OF STUDENT BY TEACHER (Texas Education Code Section 37.002)**

A teacher may send a student to the principal/designee in order to maintain effective discipline in the classroom or on the campus. The principal/designee shall respond by employing appropriate discipline management techniques consistent with the Student Code of Conduct.

A teacher may formally remove a student from class whose behavior has been documented by the teacher to: (1) repeatedly interfere with classroom learning and other interventions have failed to correct the misbehavior; and/or (2) the

student's behavior is so unruly, disruptive or abusive that the teacher cannot communicate effectively with other students in the class. Routine teacher referrals differ from formal removal in that a Student Code of Conduct violation report is not required nor is the principal required to send a copy of the report to the student's parents.

If the teacher formally removes the student from class, the principal/designee may assign the student to another appropriate classroom, or assign the student to in-school or out-of-school suspension, Crossroads, or the Special Opportunity School (DAEP). The principal/designee may not return the student to that teacher's class without the teacher's consent, unless a three-member Placement Review Committee determines that such a placement is the best or only alternative available. In the case of assault, sexual assault, or attempted murder against a teacher, a student may not be returned to that teacher's class without that teacher's consent.

A teacher, with a formal report, shall remove from class a student who violates Level III or IV of the District's Student Code of Conduct and send that student, with the formal report, to the principal/designee. Within 24 hours after receiving the teacher's report, the principal/designee will notify and/or send a copy of the report to the student's parent/guardian. The principal/designee shall decide the disciplinary action to be taken, which may include a placement in a disciplinary alternative education program or a recommendation for expulsion. The terms of removal may prohibit the student from attending/participating in school-sponsored or school-related activities.

### **INVESTIGATION OF MISCONDUCT**

Administrators have the right and responsibility to interview/question any student and student witness regarding his/her conduct or the conduct of others and may do so without notifying parents/guardians. If the student is believed to have violated a rule that may require an assignment to a disciplinary alternative education program (Crossroads or the Special Opportunity School), expulsion, or a referral to law enforcement, the administrator shall make a reasonable attempt to contact the student's parent/guardian.

### **SUSPENSION**

#### **In-School Suspension**

A student who fails to comply with class/campus rules and/or rules outlined in the Student Code of Conduct may be assigned to In-School Suspension (ISS). In this supervised setting, the student receives assignments in each course to the extent possible, with little or no opportunity for social interaction with peers.

Before placing a student in ISS, the administrator shall consider reasonable alternatives. If the administrator determines ISS is the most appropriate alternative, no other disciplinary action needs to precede such placement. Before placing a student in ISS, the administrator shall conduct an informal conference and advise the student of the conduct with which he/she is charged and give the student an opportunity to respond to the charges. A student's parent/guardian shall be notified of the ISS placement by telephone or other reasonable means as soon as possible.

Before a student under 18 years of age is assigned to In-School Suspension (ISS) outside regular school hours, notice shall be given to the student's parent/guardian to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

#### **Out-Of-School Suspension**

A student may be suspended for a period not to exceed three days in succession, with no limit on number of occurrences, if the administrator determines that: (1) the student's presence in the classroom presents a danger of physical harm to the student or others; (2) the student has engaged in serious/persistent misbehavior or has violated other policies/rules outlined in the Student Code of Conduct; or (3) the student has engaged in conduct that warrants an assignment to the Disciplinary Alternative Education Program (DAEP).

Before suspending a student, the administrator shall conduct an informal conference and advise the student of the conduct with which he/she is being charged and give the student an opportunity to respond to the charges. Before suspending a student, the administrator shall consider reasonable alternatives. If the administrator determines a suspension is the most appropriate alternative, no other disciplinary action needs to precede the suspension.

A student's parent/guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible. The parent/guardian of the student who is being suspended shall be advised that it is the responsibility of the parent/guardian to provide adequate supervision for the student during the period of the suspension.

Students with disabilities may be suspended from school in the same manner as non-disabled students for a period not to exceed three (3) consecutive school days or may be removed to in-school suspension for a period not to exceed ten (10) consecutive school days. However, any removal that results in a change in placement, because the removal is for more than ten (10) consecutive days or a series of removals totaling more than ten (10) cumulative days, requires ARD/Section 504 committee action, if the removal constitutes a pattern of removals because the behavior is substantially



similar.

A student suspended from his/her regular classes will complete the assignments for the period of suspension as outlined in the Board policy and in the student campus handbook. Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be in accordance with the Extra-Curricular Activities Student Code of Conduct and/or determined by the principal/designee.

The district shall not use out-of-school suspension for students below grade 3 or a student who is homeless unless the conduct meets the requirements established in law. A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code Section 46.02 or 46.05;
- Conduct that contains the elements of assault, sexual assault, aggravated assault, or aggravated sexual assault, as provided by the Penal Code; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

### **APPEAL OF IN-SCHOOL SUSPENSION, ASSIGNMENT TO CROSSROADS, and/or OUT-OF-SCHOOL SUSPENSION**

The principal's decision to remove a student to in-school suspension (ISS), Out-of-School Suspension (OSS), or Crossroads (short-term D.A.E.P.) for the reasons listed in the Student Code of Conduct is non-appealable. The principal's designee's decision is appealable to the principal only. The principal's decision is final.

### **DISTRICT DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS**

- Crossroads (Short-Term Elementary/Secondary DAEP) is a supervised off-campus educational program in which a student is provided classroom assignments to the extent possible. It is designed for students who lack the motivation to conduct themselves in accordance with the District's Student Code of Conduct. Transportation to Crossroads is not provided by the District.
- Elementary Special Opportunity School ("SOS") (Long-Term DAEP) is a highly structured program for students in grades 1-6 who are removed from the classroom for violating the District's Student Code of Conduct. The program is designed to help students develop appropriate social interaction skills, modify behaviors to comply with the Student Code of Conduct, and provide opportunities for academic success. Counseling services and parent education classes are provided, as needed. District transportation is provided to and from Stonegate Elementary School where the program is located.
- Secondary Special Opportunity School ("SOS") (Long-Term DAEP) is a structured program for junior and senior high school students designed to modify a student's behavior to comply with the Student Code of Conduct and provide opportunities for academic success. This program provides educational services including counseling for students who are expelled and/or assigned to this alternative campus. Transportation to Secondary SOS is not provided by the District. If a student is assigned to the Secondary Special Opportunity School, the district will complete a written transition plan for the student upon returning to the home campus.

### **PLACEMENT IN DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS**

The District provides a supervised setting for the discipline management of a student who persistently violates the Student Code of Conduct or commits serious/illegal acts under such code, Texas Education Code Section 37.006, the Texas Penal Code, or other statutes. The District defines "**persistent**" to be three or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation.

#### **Permissive DAEP Placement**

A student may be removed from class and placed in a disciplinary alternative education program by the Board or its designee for certain misconduct/illegal acts which occur on school property, within 300 feet of school property and/or while attending a school-sponsored or school-related activity on or off school property. A student may also be placed in DAEP based on certain conduct occurring off-campus and while the student is not in attendance at a school-sponsored or school-related activity.

### **Mandatory DAEP Placement**

A student shall be placed in the Disciplinary Alternative Education Program for engaging in certain conduct on or within 300 feet of school property, or while attending a school-sponsored or school-related event. Further, a student shall be placed in the Disciplinary Alternative Education Program if the student commits certain conduct off campus and while the student is not in attendance at a school-sponsored or school-related activity.

After a student is formally removed from class by the teacher or administrator for a DAEP offense, the principal/designee must schedule a DAEP conference with the student and parent/guardian within three school days. The principal/designee shall make and document "valid attempts" to require the attendance of the student, parent/guardian and teacher. The conference is held whether or not they all attend.

At the DAEP conference, the student is entitled to oral or written notice of the reasons for removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. Before making a determination on placement, the administration will consider mitigating factors, such as: 1) intent; 2) self-defense; 3) the student's disciplinary history; and 4) a student's disability as required by federal law. The student may not be returned to the regular classroom and may be assigned to ISS or Crossroads pending an SOS placement. Following the removal conference, written notice will be sent/given to the teacher and parent/guardian indicating action taken, and a copy of the discipline referral form will be retained by the administrator.

A student may be placed in an alternative education program for a minimum of 3 days and for up to 60 days or longer, depending on the severity of the violation, and in some situations, the history of previous violations. In no event shall the placement exceed one year unless, after a review, the District determines that the student is a threat to the safety of other students or employees or extended placement is in the student's best interest. A student may be assigned to the alternative campus beyond the end of the school year if it is determined that the student's presence in the regular classroom or campus presents a danger of physical harm to the student or others or that the student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct. In addition, the duration of the placement may be modified at the discretion of the DAEP administration based upon the student's behavior at the DAEP. Furthermore, a student completing any long-term disciplinary alternative education placement will return to the home campus on a probationary basis. If behavioral expectations are not met, then the student may be reassigned to the DAEP at the discretion of the home campus administrator. A student withdrawing from the District after violating a discretionary or mandatory offense, but before starting or completing the disciplinary assignment, will be required to complete the terms of placement upon return to the District during that or a subsequent school year. Under the terms of the disciplinary assignment, HEB ISD may continue the disciplinary alternative education placement of a student transferring into the district from another school district, in which the student was placed in a DAEP, or may complete the proceeding and place the student in DAEP. The parent/guardian is required to attend the enrollment/orientation conference at the disciplinary alternative education campus for a student placed in the SOS program. Students may be assigned to the Crossroads program pending their enrollment in the SOS, so that their academic progress will not be interrupted.

The academic program for Elementary SOS is closely aligned with the home campus curriculum. The academic program for Secondary SOS will focus on a core curriculum. However, the student will be removed from specialized classes such as foreign language, career technology, etc. because these classes are not offered in DAEP. Courses of study will include English language arts, math, science, social studies and self-discipline and will be designed to enable the student to perform at grade level. Student counseling services are provided for students placed in SOS.

A review of the student's behavior and academic status will be provided at intervals not to exceed 60 days and if a student's placement is to extend beyond the end of the next grading period. In the case of a high school student, progress toward graduation and the student's graduation plan will also be reviewed. At the time of the review, the student and parent/guardian will be given an opportunity to present arguments for the student's return to the regular classroom or campus.

An elementary student (grades 1 - 6) may not be placed in an alternative education program with students who are not in elementary school. A student who is younger than six (6) years of age may not be removed from the classroom and placed in a disciplinary alternative education program, unless he or she commits a federal firearms offense.

Pending a review of a report of off-campus felonious conduct, or a review/appeal of a student's placement in a DAEP, or a student's status in SOS, the student shall remain in DAEP. In order to protect the safety of students and school personnel, deter disruptive behavior/possession of contraband, and to help enforce the weapon and drug-free zone laws, a student assigned to a disciplinary alternative education program is subject to daily search/seizure/surveillance procedures in accordance with law.

A student placed in Crossroads or SOS is prohibited from attending or participating in school-sponsored or school-related activities. A student in DAEP who has met all criteria for high school graduation at the end of the school year will not be allowed to participate in the graduation ceremony or in other related activities. With the exception of the Crossroads or SOS campuses (during school hours), a student assigned to the Crossroads or SOS campuses shall not be allowed on other District properties or where school-sponsored or school-related activities are taking place. Violators will be subject to criminal trespass. (Texas Penal Code Sec. 30.05).

A student may be expelled and assigned to the Tarrant County Juvenile Justice AEP (“TCJJAEP”) if, while in SOS, the student continues to engage in documented serious misbehavior despite documented behavior interventions.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The implementation of disciplinary consequences assigned in accordance with this Student Code of Conduct to a student with a disability who is eligible to receive services under the Individuals with Disabilities Education Act, or who is entitled to the protections of Section 504 of the Rehabilitation Act, is subject to the provisions of Federal (i.e., IDEA and Section 504) and State laws and regulations.

Any removal from the student’s current placement for violation of school rules that results in a change in placement because the removal is for more than ten (10) consecutive days or there are a series of removals totaling more than ten (10) cumulative days that constitutes a pattern of behavior, and/or the expulsion of a student with a disability who receives special education services, requires action by an Admission, Review, and Dismissal (ARD) Committee and/or Section 504 Committee. The District determines, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A special education/504 student may be removed from class by a campus administrator for misbehavior and placed in a DAEP or in-school suspension for a short-term removal (10 days or less in a single school year) and/or a series of short-term removals not constituting a change in placement without ARD/504 Committee approval.

A student with a disability receiving special education services may be removed from his/her educational placement for more than 10 consecutive days resulting in a change in placement and placed in a DAEP program or expelled for engaging in conduct that would warrant such action for a non-disabled student, only if the ARD/504 Committee conducts a manifestation determination to assess whether the misconduct is caused by or had a direct and substantial relationship to the disabling condition or is the direct result of the District’s failure to implement the IEP. A student removed from his/her current placement for more than ten (10) cumulative days for disciplinary reasons and the ARD committee has determined that the action was a manifestation of his/her disability, or whose behavior impedes is/her learning or that of others **must** receive a functional behavioral assessment and have a Behavior Intervention Plan (BIP) developed or reviewed and modified as necessary by an ARD/504 committee. Students enrolled in special education may not be disciplined for bullying, harassment, or the making of hit lists until an ARD committee meeting has been held to review the conduct.

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student: (1) carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of TEA or the District; or (2) knowingly possess or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of TEA or the District; or (3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of TEA or the District. 20 U.S.C. 1415(k) (1) (G); 34 CFR 300.530(g). The ARD committee shall determine the interim alternative education setting. 20 U.S.C. 1415(k) (2).

The student must: (1) continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the student’s IEP; and (2) receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting. 34 CFR 300.530(d) (1).

A parent who disagrees with a placement decision or the manifestation determination may request a hearing. A district that believes that maintaining a current placement of a student is substantially likely to result in injury to the student or others may request a hearing. 20 U.S.C. 1415(k) (3) (A); 34 CFR 300.532(a); 19 TAC 89.1151.

When an appeal has been requested by a parent or the District, the student shall remain in the interim alternative education setting pending the decision of the hearing officer or until the expiration of the student’s assignment to the

alternative setting, whichever occurs first, unless the parent and District agree otherwise. 20 U.S.C. 1415(k) (4); 34 CFR 300.533.

Transportation is not provided to Crossroads or Secondary SOS for students with disabilities, unless the student's IEP states that the student needs transportation as a related service.

### **APPEAL PROCEDURE FOR SOS/ LONG-TERM DAEP PLACEMENTS**

A student/parent/guardian may submit a written request for appeal to the Superintendent or designee within three (3) school days after the intake conference at DAEP. The appeal will be scheduled for review by the District Level Appeal Committee within seven (7) school days. The student **may not** be returned to the regular classroom pending the appeal and shall be assigned to Crossroads or remain in SOS during the appeal process. The decision of the District Level Appeal Committee is final and may not be further appealed.

### **EXPULSION**

A student shall be expelled from school for offenses committed on school property, or while attending a school-sponsored or school-related activity on or off school property as defined/listed in Section 37.007 of the Texas Education Code and Level IV of the Student Code of Conduct.

The Board's designee/District Level Hearing Committee shall provide the student/parent/guardian with a due process hearing within ten (10) school days from the date of the offense. At the hearing, the student is afforded proper due process; right to prior notice of the charges; right to adult representation; right to testify and present evidence and witnesses; right to examine the District's evidence; and an opportunity call into question the reliability of witnesses or evidence. The hearing committee may base its decision on the hearsay evidence of school administrators charged with investigating incidents. If the District makes a good-faith effort to inform the student and the student's parent/guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent, or another adult representing the student attends.

The hearing committee shall set the terms of the expulsion based on the law(s), the seriousness of the offense(s) and other relevant factors. A student withdrawing from the District after violating a Level IV mandatory offense, but before the expulsion hearing takes place, will be given notice of when or where the hearing will be conducted.

If the student returns during the current or next school year, he/she will be expelled according to the terms of the expulsion order. A copy of the order expelling the student and information required under Section 52.04 of the Texas Family Code shall be delivered to the juvenile court in the county in which the child resides no later than the second business day after the expulsion hearing. (See page 51 for expulsion reasons).

In addition, a student may be expelled from school for offenses committed on the school property of another district in this state, or while attending a school-sponsored or school-related activity in another district in this state as defined/listed in Section 37.007 (a) of the Texas Education Code and Level IV of the Student Code of Conduct.

A student may be expelled and assigned to the Tarrant County Juvenile Justice AEP ("TCJJAEP") if, while in SOS, the student continues to engage in documented serious misbehavior despite documented behavior intervention.

A student who, while on school property or at a school-related event on or off school property, sells, gives, delivers, possesses, uses or is under the influence of prohibited drugs, alcohol, or an inhalant, if the conduct is not punishable as a felony, will be placed in a disciplinary alternative education program on the first offense; however, if the student sells, gives, delivers, possesses, uses or is under the influence of prohibited drugs, alcohol or an inhalant of any amount a second time in the same school year, the student will be expelled.

No student under ten (10) years of age can be expelled. If a student under the age of ten (10) engages in expellable conduct, then the student shall be assigned to the Elementary SOS program.

Pending the expulsion conference and depending on the offense, a student may be suspended, placed in Crossroads, or placed in home-based instruction and receive assignments for credit. The student is not allowed on any District property or allowed to participate in school-sponsored events on or off campus pending the expulsion conference.

Students with disabilities may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD/504 Committee determines, based on adequate and current assessment data, that the misbehavior

is not caused by or had a direct and substantial relationship to the student's disability and the misbehavior is not the direct result of the District's failure to implement the student's IEP.

Students with disabilities will receive educational services during the expulsion period as determined by the ARD/504 Committee. The services must enable the child to continue to participate in the general curriculum and to progress toward meeting the goals in the IEP.

#### **APPEAL PROCEDURE FOR EXPULSION (BOARD POLICY FOD (LEGAL) - Level IV)**

A student expelled by order of the District Level Hearing Committee following the due process hearing (see Board Policy FOD (LEGAL)) may request that the Board review the expulsion decision. The student or parent/guardian shall submit a written request to the Superintendent within ten (10) days after the receipt of the written expulsion order. The Superintendent shall provide the requestor(s) written notice of the date, time, and place of the meeting at which the Board will review the decision.

The Board shall review the record of the due process hearing on the expulsion in closed meeting, unless the parent/guardian requests in writing that the matter be heard in open meeting. The Board may also hear statements from the student or parent/guardian and from the Board's designee, and from the administration.

The Board shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally in open session at the conclusion of the presentation and the Board's deliberation. The student may not be returned to a classroom setting and shall be withdrawn from the home school pending the appeal.

#### **EMERGENCY PLACEMENT IN DAEP OR EXPULSION**

The principal/designee may recommend the immediate placement of a student in a disciplinary alternative education program, if the principal/designee reasonably believes the student's behavior is so unruly, disruptive or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in class, with the ability of the student's classmates to learn, or with the operation of the school or school-sponsored activity. The superintendent's designee may order the immediate expulsion of a student if the designee reasonably believes that the action is necessary to protect persons or property from imminent harm.

At the time of the emergency placement in DAEP or emergency expulsion, the student shall be given oral notice of the reason for the emergency action. The principal/designee shall make reasonable efforts to notify the parent/guardian prior to removing a student from school premises. If the parent/guardian cannot be notified prior to removal, the parent/guardian shall be notified as soon as possible of the reasons for removal. Within ten (10) school days, the student shall be accorded appropriate due process.

Emergency removal of a student with a disability is subject to federal law and regulations and must be consistent with the consequences that apply to a student without a disability.

#### **EXPELLED FROM ANOTHER DISTRICT**

If a student has been expelled from another school district or charter school, the expelling district shall provide to the District a copy of the expulsion order and the referral to the authorized officer of the juvenile court. HEB ISD may continue the expulsion under the terms of the order.

#### **PLACEMENT IN TARRANT COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM ("TCJJAEP")**

The Board of Trustees has entered into an agreement with the Tarrant County Juvenile Board outlining the Juvenile Board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program. Details of this relationship are defined in agreements available for public inspection upon written request to the Superintendent/designee.

A student will be expelled to TCJJAEP for a minimum of ninety (90) successful school days for all mandatory and discretionary offenses, with the exception of firearm-related offenses. Firearm offenses will result in placement in TCJJAEP for one calendar year. The mandatory offenses include those listed on Level IV of the Student Code of Conduct and Section 37.007 of the Texas Education Code. If a student is expelled to TCJJAEP, the district shall have a written transition plan for the student returning to the home campus.

**STUDENT CODE OF CONDUCT**

**HEB ISD LEVELS OF  
STUDENT MISBEHAVIOR  
AND  
DISCIPLINARY ACTIONS**

# STUDENT CODE OF CONDUCT

## LEVEL I – TEACHER DIRECTED

Many behaviors can be successfully managed by the classroom teacher with early corrective action, usually avoiding the need to progress to more restrictive consequences. Clear communication of expected behavior, encouragement of positive behavior, and immediate, consistent teacher intervention are key ingredients of successful management of classroom conduct that impedes orderly classroom procedures and/or interferes with the effective operation of the school. Appropriate intervention techniques may be applied at the discretion of the teacher, and may include, but are not limited to, the following behavior management interventions.

**Procedures:**

1. Intervention should occur by the teacher who is supervising the student or the teacher who has observed the behavior.
2. A record of offenses and disciplinary actions shall be maintained by the teacher.
3. The teacher must discuss the misbehavior and consequence with the student.
4. If the student fails to correct the misbehavior, the teacher must discuss the misbehavior with the student's parents/guardian, campus administrator and/or support personnel.
5. Level 1 Behavior Violations and Discipline Management Options may include, but are not limited to, the violations and discipline options listed below. Repeated misbehaviors shall result in the student begin subject to more serious consequences.

Misbehaviors	Discipline Management Options											
Violations of classroom and campus rules/procedures	X	X	X	X	X	X	X	X	X	X	X	X
Being disrespectful to teachers and/or others	X	X	X	X	X	X	X	X	X	X	X	X
Failure to bring books/supplies to class	X	X		X	X	X	X	X	X	X		
Sleeping in class and/or non-participation	X	X		X	X	X		X	X	X	X	
Tardiness		X		X	X	X		X	X	X	X	
Improper or obscene gestures/languages		X	X	X	X	X		X	X	X	X	
Failure to complete assigned work	X	X		X	X	X	X	X	X	X	X	
Eating, chewing gum, and/or drinking in unauthorized areas	X	X		X	X			X				
Minor damage to school property or property of others	X	X		X	X	X		X	X	X	X	
Participating in dishonest/deceitful activities	X	X		X	X	X	X	X	X	X	X	
Off-task behaviors (i.e. writing/passing notes, out of seat, etc.)	X	X		X	X	X	X	X	X	X	X	
Horseplay, running or scuffling in halls, classrooms or cafeteria	X	X		X	X		X	X				X
Gambling		X		X	X	X		X	X			X
Throwing objects that can cause bodily injury/property damage		X	X	X	X	X		X	X	X	X	
Exhibiting inappropriate familiarity		X			X	X		X	X	X	X	
Refusing to follow directions	X	X		X	X	X	X	X	X	X	X	
Leaving class/campus without permission		X		X	X	X		X	X	X	X	
Being loud, rude, disruptive and/or making unnecessary noises	X	X		X	X	X	X	X	X	X	X	
Violating class safety rules		X		X	X	X		X	X			X
Dress code violations	X	X		X		X		X	X			X
Class Cut		X		X		X		X	X			X
		Misbehavior warning	Conference with student	"Time-out" in classroom	Lower citizenship grade	Withdrawal of privileges	Telephone call/note to parent	Behavioral contract	Detention	Parent-teacher conference	Counselor referral	Informal removal/written referral

# STUDENT CODE OF CONDUCT

## LEVEL II – ADMINISTRATOR DIRECTED

A student who has been documented to have persistent misbehaviors or whose actions pose a threat to other school personnel or to himself/herself shall be referred to the campus administrator. A student may be removed from a teacher’s class pending a campus committee’s action or administrative decision. A bus driver may remove a student from a bus and send the student to the principal’s office to maintain effective discipline on the bus. After investigating the scope and nature of the offense committed, the campus administrator may implement **one or more** of the following discipline management options. The disciplinary action(s) will depend on the seriousness of the offense and the student’s disciplinary history and may be applied at the discretion of the administrator.

**Procedures:**

1. A formal/written disciplinary referral is completed and given to the administrator.
2. The administrator confers with student and/or teacher to establish appropriate action. The student’s parent shall be notified of the misbehavior and consequence as soon as reasonably possible. Notification shall be by telephone or other appropriate means.
3. Copies of the discipline referral form are sent to the teacher and parent/guardian indicating misbehavior and action taken. A file copy will be retained by the administrator.
4. Level 2 Misbehaviors and Discipline Management Options **may include, but are not limited to**, the violations and discipline options listed below.

Misbehaviors	Discipline Management Options									
Persistent violations of Level 1 misbehaviors	X	X		X	X	X			X	X
Violation of medication policy	X	X	X	X				X	X	X
Truancy/Violation of attendance policy/Leaving without permission	X	X		X	X	X				X
Serious acts of disobedience or disruptive/disorderly conduct	X	X		X	X	X		X	X	X
Failure to serve detention	X	X		X	X	X			X	X
Falsification of documents	X	X	X	X		X		X		X
Bus misconduct	X	X		X	X	X	X		X	X
Hate language/*	X			X		X			X	X
Participation in unapproved organization or gang activities	X	X		X					X	X
Fighting*	X			X				X	X	X
Hazing	X	X		X				X	X	X
Threats to students, teachers or other school personnel	X	X		X				X	X	X
Criminal mischief of school property/misuse of technology resources**	X	X		X			X	X	X	X
Committing extortion, coercion or blackmail	X	X		X			X	X	X	X
Engaging in inappropriate, verbal, physical or sexual contact/harassment	X	X		X				X	X	X
Robbery, theft, possession, sale or damage to another’s property**	X	X	X	X		X	X	X	X	X
Possession or dissemination of unauthorized/inappropriate materials	X	X	X	X	X	X			X	X
Possession of articles inappropriate for school (i.e. ammunition, electronic devices, etc.)	X	X	X	X	X	X		X	X	X
Possession of and/or use of tobacco products or electronic cigarettes , drug related paraphernalia	X		X	X		X				X
Reasonable belief of engagement in off-campus conduct defined as a felony offense, other than Texas Penal Code Title 5 felony offenses	X									X
Breach of computer security	X	X	X	X		X		X	X	X
Engaging in harassment/Bullying/Cyberbullying	X			X		X		X	X	X
* Requires a disciplinary action in addition to an administrative conference.										
** Theft/Damage over \$100 may result in an SOS placement and/or restitution.										
	Administrator/student conference	Withdrawal of privileges	Confiscation of inappropriate article	Administrator/parent conference	Probation/Behavior contract	Detention/ISS/Saturday school	Restitution of damages	Police citation if Class A or B misdemeanor or	Suspension	Crossroads/Short-Term DAEP



**STUDENT CODE OF CONDUCT**  
**LEVEL III – SPECIAL OPPORTUNITY**  
**SCHOOL/LONG-TERM DAEP PLACEMENT**

A student may be removed from the class and placed in the disciplinary alternative education program if the student commits any of the following offenses on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property. A student may also be placed in the disciplinary alternative education program if the student is expelled from school, engages in serious or persistent misbehaviors listed in Levels I or II of the Student Code of Conduct, or engages in certain conduct punishable as a felony. Serious offenses may include, but are not limited to, those listed below.

Procedures:

1. The administrator shall conduct a DAEP conference with the student and/or parent/guardian advising them of the conduct with which the student is charged and providing the student with the opportunity to respond to the charges. The administrator shall make “valid attempts” to require the attendance of the student, parent/guardian, and teacher. Whether or not they all attend, the conference is held.
2. The student shall be placed in the SOS Program by written or oral notice of the offense(s) and terms of the disciplinary action. Terms of placement shall include the term of the assignment, which is typically 60 days, and/or successful completion of SOS program requirements prior to return to the student’s home campus.

Offenses For Which A Student MUST Be Placed in Long-Term DAEP	Discipline Option-DAEP
Assault [Texas Penal Code Sec. 22.01 (a)(1)]	X
Terroristic Threat/False Alarm/Report involving a public school (whether the conduct occurs on or off school property) [Texas Penal Code Sec. 22.07, 42.06]	X
Marijuana, Controlled Substance, or Dangerous Drug Possession, use, sale, giving, delivery, possession, or being under the influence [Texas Health and Safety Code Chapter 481 and 483; 21 U.S.C. 801 <i>et. seq.</i> ] not punishable as a felony offense	X
Alcohol possession, use, sale, giving, delivery, or being under the influence and/or commitment of a serious offense while under the influence [Texas Alcoholic Beverage Code Sec. 1.04]	X
Conduct that contains the elements of an offense relating to abusable volatile chemicals [Texas Health and Safety Code Chapter 484, Sections 485.031 -034]	X
Registration as a sex offender under court supervision ( Texas Education Code Sec. 37.304)	X
Public lewdness or indecent exposure [ Texas Penal Code Sec.21.07, 21.08]	X
Retaliation against school employee on or off school property [Texas Penal Code Sec. 36.06]	X
Conduct punishable as a felony [Texas Education Code Sec. 37.006; Texas Penal Code 36.06]	X
Deferred prosecution [Texas Family Code Sec. 53.03] for conduct defined as a felony offense in Texas Penal Code Title 5, or the felony offense of aggravated robbery, on or off campus [Texas Penal Code Sec. 29.03].	X
Delinquent conduct [Texas Family Code Sec. 54.03] for conduct defined as a felony offense in Texas Penal Code Title 5, or the felony offense of aggravated robbery, on or off campus [Texas Penal Code Sec. 29.03].	X
Reasonable belief of engagement in conduct defined as a felony offense in Texas Penal Code Title 5, or the felony offense of aggravated robbery, on or off campus [Texas Penal Code Sec.29.03].	X
Expellable conduct by a student between 6 and 9 years of age	X
Engages in conduct that contains the elements of the offense of harassment under Section 42.07, Penal Code, against an employee of the school district.	X
Offenses For Which A Student MAY Be Placed in Long-Term DAEP	Discipline Option
Public lewdness or indecent exposure that meets the Districts’ definition but not the Penal Code definition	X
Registration as a sex offender who is not under court supervision (Texas Education Code Sec. 37.305)	X
Criminal mischief not punishable as a felony/Theft over \$100.00	X
Weapon possession [non-expellable offenses] * Possession of a knife under 2 1/2" may result in a Crossroads placement.	X
Any permissive expulsion reason	X
Reasonable belief the student has engaged in a felony offense other than Texas Penal Code Title 5 offenses and/or off-campus aggravated robbery [Texas Penal Code Sec. 29.03]	X
Breach of computer security (Texas Education Code Sec. 37.007(b) (5); Texas Penal Code Sec. 33.02)	X
Is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of, an unauthorized group. [Texas Education Code Sec. 37.121 (a) and (c).	X
Threat to others safety	X
Persistent violations of Level II misbehaviors	X

## STUDENT CODE OF CONDUCT

### LEVEL IV – EXPULSION

A student may be removed from class and expelled without resort to an alternative education program if the student, on school property, or while attending a school-sponsored or school-related activity on or off school property, is found guilty of violating any of the serious offenses stated below. Procedures:

1. Before an expulsion, the student/parent/guardian shall be provided a hearing before the District Level Hearing Committee at which time the student will be afforded requisite due process which shall include the following:
  - o prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation
  - o right to adult representation
  - o right to testify and present evidence and witnesses
  - o right to examine the District's evidence
  - o opportunity to call into question the veracity of witnesses or evidence
  
2. The student may only be expelled by written order setting the terms of expulsion. Terms of the expulsion will be based on relevant law(s), the seriousness of the offense, and frequency of misconduct and shall include an assignment to the Tarrant County Juvenile Justice AEP for up to a full calendar year and/or successful completion of TCJJAEP program requirements.

Offenses For Which A Student MUST Be Expelled	Discipline Option Expulsion
Possession, use or exhibition of a firearm, location restricted knife, or prohibited weapon, or knife prohibited by local policy [Texas Penal Code Sections. 46.02, 46.05;	X
Aggravated assault, sexual assault, or aggravated sexual assault [Texas Penal Code Sec. 22.02, 22.011, 22.021]	X
Aggravated robbery [Texas Penal Code Sec.29.03]	X
Aggravated kidnapping [Texas Penal Code Sec.20.04]	X
Arson [Texas Penal Code Sec. 28.02]	X
Continuous sexual abuse of a young child (Texas Penal Code Sec. 21.02)	X
Murder, capital murder, criminal attempt to commit murder or capital murder, manslaughter, or criminally negligent homicide [Texas Penal Code Sec. 19.02, 19.03, 15.01, 19.04, 19.05]	X
Indecency with a child [Texas Penal Code Sec.21.11]	X
Possession, use, sale, delivery or being under the influence of drugs (Texas Health and Safety Code Chapter 481 & 483; 21 U.S.C. 801 <i>et. seq.</i> or alcohol [Texas Alcoholic Beverage Code Sec. 1.04], if punishable as a felony	X
Offenses For Which A Student MAY Be Expelled	Discipline Option
Any of the Level IV offenses listed in the previous section requiring expulsion, if committed while within 300 feet of school property boundaries or at school activity.	X
Criminal mischief if punishable as a felony [Sec. 28.03, Texas Penal Code]	X
Terroristic Threat/False Alarm/Report [Texas Penal Code Sec. 22.07, 42.06]	X
Possession, use, sale, delivery or being under the influence of drugs, marijuana, controlled substances, dangerous drugs [Texas Health and Safety Code Chapter 481 & 483, or 21 U.S.C. 801 <i>et. seq.</i> ] or alcohol [Texas Alcoholic Beverage Code Sec. 1.04]**	X
Conduct that contains the elements of an offense relating to abusable volatile chemicals at school or at a school-sponsored event [Texas Health and Safety Code Sec. 485.031 - 485.034 and Chapter 484]	X
Conduct that contains the elements of assault [Texas Penal Code Sec. 22.01(a)(1)] against a school employee or volunteer in retaliation for or as a result of the person's employment with the District* [ Texas Education Code Sec. 37.007]	X
Conduct that contains the elements of assault [Texas Penal Code Sec. 22.01(a)(1)] against a school employee or volunteer on school property	X
Documented serious misbehavior as defined in Texas Education Code Section 37.007 while the student is placed in a Disciplinary Alternative Education Program	X
Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit capital murder, or aggravated robbery against another student.*	X
Commission of a mandatory expellable offense committed on the property of another district.	X
Arrest, charge, referral to juvenile court; receipt of deferred prosecution, probation, or deferred adjudication, a finding by a jury or court that student engaged in or has been convicted of a Penal Code Title 5 felony offense or felony aggravated robbery under Penal Code 29.03, and a determination that the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the educational process, or is not in the District's best interests.*	X
Conduct that contains the elements of the offense of breach of District computer security under certain circumstances. [Texas Penal Code Sec. 33.02, Texas Education Code 37.007(b) (5)].*	X
Conduct that contains the elements of the offense of deadly conduct [Texas Penal Code Sec. 22.05].*	X
Bullying that encourages suicide, inciting violence through group bullying, or Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.*	X
*Whether the conduct occurs on or off school property. ** Includes offenses committed within 300 feet of school property.	

\*Whether the conduct occurs on or off school property. \*\* Includes offenses committed within 300 feet of school property.

## Hurst-Bedford-Eules Independent School District

### What's Public? What's Not?

#### 2019-2020 Release of Student Information

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students with certain rights. The **What's Public? What's Not?** document is provided to HEB ISD parents in an effort to communicate standard operating procedures and parent rights regarding the release of information.

#### **ATTENTION PARENTS: Most Student Information Is Confidential**

**Virtually all information pertaining to individual student performance (i.e. individual test scores, grades, discipline records, medical information, etc.) is considered confidential and is not released without a parent's consent.**

#### **“Directory Information” Is Public Unless Parents Make A Request In Writing**

**Certain information about district students is considered “directory information” and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want HEB ISD to share directory information with requestors, you must indicate your wishes during the on-line enrollment verification process or in writing to the principal.**

**HEB ISD has designated the following information as "directory information" for school- related or school-sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.**

**HEB ISD has also designated the parent's email address as directory information for school-related or school-sponsored purposes.**

**For all other purposes, directory information shall include student name, address, telephone listing, and grade level.**

Keep in mind,

- The law gives parents the right to have their child's “directory information” kept private. The information may be restricted to outside parties *if* the objection is made in writing to the principal within ten school days after the parent or student has been provided this notice. **For your convenience, a FERPA permission form is provided by HEB ISD at the beginning of the school year as part of the “annual student verification” process. Parents are asked to answer yes or no to the release of their child's directory information as follows: 1) completely restrict 2) school-related 3) military 4) public**
- If you wish for your child's directory information to only be used for school-related purposes, select yes to “school-related” and no to all others. **Selecting YES to PUBLIC makes your child's name, address, telephone number and grade level open (available) to ANYONE who requests it.**

#### **Special Notice To Parents:**

Requesting that all student “directory information” be “completely restricted” may keep your child from being honored in the school yearbook, press releases, publications, etc. Because of this fact, many parents ask that the district only restrict their child's directory information from public requestors (answer yes to school-sponsored and no to public requestors). This prevents the unwanted solicitations and/or junk mail, but allows the school district the ability to include the child's directory information in press releases, publications and yearbooks. Parents who want their child in the yearbook, HEB ISD E-News, press releases, etc. should mark yes in the box for “school-related release” on the FERPA Parent Signature Form.

**Photographs**

A parent’s request to withhold a child’s photograph must be made in writing annually to the child’s principal. **A parent who does not want a photo released of their child for any reason (including yearbook), must answer “completely restrict” - on the FERPA Parent Signature Form. Please be advised that withholding a child’s photograph will mean that the child cannot be included in the school yearbook or any other district publication or website. Answering yes to “completely restrict” overrides all other answers on the form.**

**Staff & Student Telephone Directories**

HEB ISD does not publish a telephone directory of student and/or employee personal addresses or telephone numbers.

**Telephone Notification System**

HEB ISD utilizes the School Messenger telephone notification system that allows HEB ISD to conduct emergency and attendance notifications through an automatic calling system. Students enrolled in HEB ISD and all HEB ISD employees are included in the system to be called, emailed and/or texted as deemed necessary and appropriate by HEB ISD.

**E-mail Addresses**

HEB ISD employee E-mail addresses are public and may be released upon request. HEB ISD has designated the parent’s email address as directory information for school-related purposes only. Unless the parent answers yes to Completely Restrict, the parent’s email address will be released by HEB ISD for school-related purposes only.

**Video & Audio Recordings**

State law allows videos to be taken of students for:

- 1) academic/classroom purposes,
- 2) safety demonstrations,
- 3) extra-/co-curricular participation, and
- 4) media coverage.

**Viewing Your Child’s Records**

The principal is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Records may be reviewed during regular school hours by appointment. For a list of school addresses, visit the website at <http://hebisd.edu> Additional district records are maintained by various department supervisors. For information about viewing district records, contact Public Relations & Marketing Officer Deanne Hullender [deannehullender@hebisd.edu](mailto:deannehullender@hebisd.edu)

This letter serves as official notice that HEB ISD’s Public Relations & Marketing Department will be videotaping students throughout the school year in an effort to communicate the district mission, vision and goals.

**Web Site Photos, Social Media Accounts and Student-Created Work**

HEB ISD policies and procedures allow staff to use student photographs/images on the campus and district web pages and social media accounts providing that the information is school-related and an individual parent has not restricted such use in writing to the campus principal/district. These communication tools are used to honor students and chronicle events held at each child’s school/district using official HEB ISD/campus accounts. This may also include student-created work and/or student-identifying content.

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Individual questions may be directed to the Public Relations & Marketing Department by calling 817-399-2025. To request copies of records, please E-mail the Public Relations and Marketing Officer Deanne Hullender at [DeanneHullender@hebisd.edu](mailto:DeanneHullender@hebisd.edu) or send written requests to HEB ISD, Attn: Deanne Hullender at 1849 Central Drive, Bedford, TX 76022.

# Hurst-Eules-Bedford Independent School District

## Family Educational Rights and Privacy Act (FERPA) Signature Page

**STUDENT DIRECTORY INFORMATION-LEGISLATIVE UPDATE** [Sec. 26.013] HEB ISD provides to the parent of each district student at the beginning of each school year: (1) a written explanation of the provisions of the Family Educational Rights and Privacy Act of 1874(20 U.S.C. Sec.1232g), regarding the release of directory information about the student and (2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy act of 1974 (20U.S.C. Sec. 1232g).

### OFFICIAL NOTICE

According to state and federal law, certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want HEB ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days. HEB ISD encourages parents to use this form for the written consent notification. A form must be signed for EACH child.

HEB ISD has designated the following information as "directory information" for school-related or school-sponsored purposes: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. HEB ISD has also designated the parent's email address as directory information for school-related or school-sponsored purposes.

**For all other purposes, directory information shall include student name, address, telephone listing, and grade level.**

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Allow School-Related</b> - A YES answer allows release of information for school-sponsored or school-related purposes, including yearbooks, newsletters, HEB ISD websites and social media accounts Ex: (Twitter, Facebook, etc.), district or campus videos, School Resource Officers, PTAs, HEB ISD Education Foundation, Official HEB ISD Booster Clubs, school photographers, press releases, and the district's School Messenger telephone notification system, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Allow Higher Education</b> - A YES answer allows release of a child's directory information to institutions of higher education (colleges/universities).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Allow Military (High School Student Only)</b> - A YES answer allows release to military recruiters. (Federal Law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Allow Other</b> - A YES answer allows the release of a child's name, address, telephone listing, and grade level to any other requestor who follows procedures.   |

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Student's Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ Campus: \_\_\_\_\_

This form is provided to parents during online enrollment verification each August; printed forms available by request.

**Hurst-Eules-Bedford Independent School District**

1849 Central Drive  
817-283-4461

Bedford, Texas 76022  
Metro 817-267-3311

Steven A. Chapman Superintendent

**2019-2020**

**STUDENT CODE OF CONDUCT**

August 01, 2019

Hurst-Eules-Bedford ISD Parents/Guardians,

For students to be successful and reach their maximum potential in school, it takes a strong partnership between the home and school. We believe that every student should have the opportunity to learn in the most desirable environment. One of the most important lessons education should teach is that of self-discipline. While it does not appear as a subject, it underlies our entire educational process.

We need your support in this educational endeavor. Please read and discuss with your daughter/son the District’s Student Code of Conduct. Then sign and return the following verification of receipt.

**I have received a copy of Hurst-Eules-Bedford ISD’s Student Code of Conduct which includes the extra-curricular activities code of conduct and the electronic communication system notice. I understand and consent to the responsibilities of parents and students as outlined herein. Failure to sign this form does not exempt me/us from compliance with the laws, policies, rules and regulations of the state and school district, or this Student Code of Conduct.**

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Please sign and date this page, remove it from the handbook, and return it to the student’s school.



*Empowering Today to Excel Tomorrow*