

# QUEEN CITY HIGH SCHOOL



# STUDENT HANDBOOK

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## STUDENT HANDBOOK AND CODE OF CONDUCT

### ACKNOWLEDGMENT FORM

My child and I have received a copy of the Queen City High School Student Handbook and the Student Code of Conduct for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

**PLEASE SIGN AND DATE THIS FORM AND RETURN IT TO THE SCHOOL.**

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

# **NOTICE REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION**

STATE LAW REQUIRES THE DISTRICT TO GIVE YOU THE FOLLOWING INFORMATION:

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 directory information about the student. If you do not want Queen City ISD to disclose directory information from your student's education records without your prior written consent, you must notify the district in writing within ten school days of the student's first day of instruction for this school year.

This means the district must give certain personal information (called "directory information") about your student to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your student for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

# **RELEASE OF DIRECTORY INFORMATION FOR SCHOOL-SPONSORED AND NON- SCHOOL SPONSORED PURPOSES**

For the school-sponsored purposes identified in policy FL (LOCAL), Queen City ISD has designated the following information as directory information:

- Student's Name
- Address
- Telephone Listing
- E-mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Degrees, Honors, and Awards Received
- Dates of Attendance
- Grade Level
- Most Recent School Previously Attended
- Participation in Officially Recognized Activities and Sports
- Weight and Height, if a Member of an Athletic Team
- Enrollment Status
- Student Identification Numbers or Identifiers That Cannot be Used Alone to Gain Access to Electronic Education Records

Directory information identified only for limited school-sponsored and non-school sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

## **PARENT: PLEASE CIRCLE ONE OF THE CHOICES BELOW:**

I, parent of \_\_\_\_\_, **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

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

Date: \_\_\_\_\_

# **PARENT RESPONSE REGARDING RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

**PARENT:** Please complete the following only if you do not want your student's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_, request that the district **NOT** release my student's name, address and telephone number to a military recruiter or institution of higher education upon their request without my prior written consent.

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

Date: \_\_\_\_\_

# CONSENT/OPT-OUT FORM

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) your child's participation in certain school activities. The activities include any student survey, analysis or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

1. political affiliations or beliefs of the student or parent;
2. mental or psychological problems of the student or student's family;
3. sexual behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the student has a close family relationship;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

You will be notified prior to the administration of such surveys and questionnaires and given an opportunity to give consent or opt-out (withhold consent) for your student's participation.

For any further information concerning the consent/opt-out options, please contact the Queen City High School administration at (903) 796-8259.

## **PREFACE:**

To Students and Parents:

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

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

**Section I: PARENTAL RIGHTS AND RESPONSIBILITIES:** This section contains information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II: INFORMATION FOR STUDENTS AND PARENTS:** This section is organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Queen City ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an appendix to this handbook.

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

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

After reading though the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus administration at (903)796-8259.

Also, please complete the forms at the beginning of the handbook and return them to your student’s campus.

Please note that references to policy codes are included throughout the handbook so that students and parents can refer to the current board policy. A copy of the district's policy manual is available for review in the school administration office or online at [www.queencityisd.net](http://www.queencityisd.net)

## **SECTION I:**

### **PARENTAL RIGHTS AND RESPONSIBILITIES:**

This section of the Queen City High School Student Handbook includes information on topics of particular interest to you as a parent.

### **PARENTAL INVOLVEMENT:**

#### **WORKING TOGETHER:**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903)796-8259. The teacher will usually return your call or meet with you during his/her conference period or before or after school.
- Becoming a school volunteer.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, or contact the campus administration at (903)796-8259.

- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA and FFA].
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information]

**PARENT INVOLVEMENT COORDINATOR:**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Gayle Miller and may be contacted at (903)796-8256.

**PARENTAL RIGHTS:**

**OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS:**

You child will not be required to participate without parental consent in any survey, analysis, or evaluation- funded in whole or in part by the U.S. Department of Education- that concerns:

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

You will be able to inspect the survey or other instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

**“OPTING OUT” OF SURVEYS AND ACTIVITIES:**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

**INSPECTING SURVEYS:**

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

**REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF:**

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

**REVIEWING INSTRUCTIONAL MATERIALS:**

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

**ACCESSING STUDENT RECORDS:**

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

- Attendance records
- Test scores

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

**GRANTING PERMISSION TO VIDEO OR AUDIA RECORD A STUDENT:**

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

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

**GRANTING PERMISSION TO RECEIVE PARENTING AND PATERNITY AWARENESS INSTRUCTION:**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district’s parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district’s health education classes.

**REMOVING A STUDENT TEMPORARILY FROM THE CLASSROOM:**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your

child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## **REMOVING A STUDENT FROM HUMAN SEXUALITY**

### **INSTRUCTION:**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, a summary of the district's curriculum regarding human sexuality instruction is below:

- The curriculum used is based on the Texas Education Agency's student expectations for a general health curriculum. The curriculum addresses general health as it applies to all persons and includes information about the biological and anatomical elements of reproduction. It does not however include instruction on personal choices as to sexual activity or preference.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by

becoming a member of the district's SHAC. Please see the campus principal for additional information.

**EXCUSING A STUDENT FROM RECITING THE PLEDGES TO THE U.S. AND TEXAS FLAGS:**

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

**EXCUSING A STUDENT FROM RECITING A PORTION OF THE DECLARATION OF INDEPENDENCE:**

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

**REQUESTING NOTICES OF CERTAIN STUDENT MISCONDUCT:**

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

**SCHOOL SAFETY TRANSFERS:**

As a parent, you have a right:

- Request transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. [See policies FDB and FFI(LOCAL)]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA

- as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL)]
- To request the transfer of your child to another campus or neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE]

**REQUESTING CLASSROOM ASSIGNMENT FOR 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 or separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. [See FDB(LEGAL)]

**PARENTS OF STUDENTS WITH DISABILITIES:**

Parents of students with learning disabilities or who may need special education services may request an evaluation for special education at any time. For more information, contact Karen Tromza at (903)796-8256.

**OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION:**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within

60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his/her rights if the parent disagrees 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 Karen Tromza, (903)796-8256.

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

#### **ACCOMMODATIONS FOR 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; and
- Graduation requirements

In addition, absences related to a student visiting with her or her parent related to leave or deployment activities may be excused by the district. **The district will permit no more than 3 excused absences per year for this purpose.**

**Additional information may be found at <http://ritter.tea.state.tx.us/mil/>**

#### **STUDENT RECORDS:**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

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

- The parents- whether married, separated or divorced- unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court or enrolls in a post secondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health or safety of the student or other individuals.
- School officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he/she is already enrolled.

Release to any other person or agency- such as a prospective employer or for a scholarship application- will occur only with parental or student permission as appropriate.

The principal is the custodian of all records for currently enrolled students at the assigned school.

The superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-priced meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is PO Box 128, Queen City, TX 75572. The address of the principal's office is PO Box 128, Queen City, TX 75572.

A parent or eligible child may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNC(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNC(LEGAL)]

The district's policy regarding student records found at FL(LEGAL) is available from the principal's or superintendent's office or on the district's website at [www.qcisd.net](http://www.qcisd.net)

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records- such as teacher's personal notes about a student that are shared only with a substitute teacher- do not have to be made available to the parents or student.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**DIRECTORY INFORMATION:**

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

However, releases of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

**DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES:**

The district often needs to use student information for school-sponsored purposes found in policy FL(LOCAL). For these specific school-sponsored purposes, the district will use your child’s directory information. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

Unless you object to the use of your child’s information for the limited purposes listed in FL(LOCAL), the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes noted.

**RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION:**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless the parents have advised the district not to release their child’s information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher educations.

## **SECTION II:**

### **OTHER INFORMATION FOR STUDENTS AND PARENTS:**

Topics in this section of the handbook contain information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick reference when you or your children have questions about specific school-related issues. Should you be unable to find the information on a particular topic, please contact the campus administration at (903)796-8259.

### **ABSENCES/ATTENDANCE:**

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

### **COMPULSORY ATTENDANCE:**

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

**A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from any required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders;

or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his/her parents if a school-aged student is deliberately not attending school.

A complaint against the parent may be filed in court if the student:

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LLEGAL)]

### **ATTENDANCE FOR CREDIT:**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he/she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- All absences will be considered in determining where a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB]
- A transfer or migrant student begins to accumulate absences only after he/she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

**PARENT'S NOTE AFTER AN ABSENCE:**

When a student must be absent from school, the student- upon returning to school- must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

**DOCTOR'S NOTE AFTER AN ABSENCE FOR ILLNESS:**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health care clinic verifying the illness or condition that caused the student's extended absence from school. **Should the student develop a questionable patter of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.** [See FEC(LOCAL)]

**DRIVER LICENSE ATTENDANCE VERIFICATION:**

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus office.

**ACADEMIC PROGRAMS:**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page 31 of this handbook and policies at EIF.]

**AWARDS AND HONORS:**

The A Honor Roll will consist of students who have all A's and no grade lower than 90 and the approval of the principal. The A/B Honor Roll will consist of students who have at least two A's and no grade lower than 80 in all classes and the approval of the principal. Ten points will be added to all Pre-AP, AP and Dual Credit classes to determine Honor Roll. Honor Roll is determined by the nine weeks grade only.

**ADVANCED PLACEMENT COURSES:**

Queen City High School offers Pre-Advanced Placement and Advanced Placement courses in the four core curricular areas of math, science, social studies and English/Language Arts. There are certain prerequisite criteria for admission to and maintained enrollment in the following courses:

**ALGEBRA I CREDIT (FROM MIDDLE SCHOOL):**

Students who wish to be admitted to Algebra II at the ninth grade level must meet two (2) of the following:

- Score at or above a 2250 on the math TAKS test in the preceding year
- Have had no grade below an 85 in math on any report card during eighth grade
- Have teacher recommendation to advance to Algebra II at the ninth grade level

**ADVANCED PLACEMENT MATH:**

Students must meet two (2) of the following criteria:

- Score at or above a 2250 on the math TAKS test in the preceding year
- Have had no grade below an 85 in math on any report card during the preceding year
- Have teacher recommendation to advance or continue in Advanced Placement math courses

**ADVANCED PLACEMENT ENGLISH/LANGUAGE ARTS:**

Students must meet three (3) of the following criteria- one of the three must include the summer reading requirement:

- Score at or above a 2250 on the ELA or Reading TAKS test in the preceding year
- Have had no grade below an 85 in English/Reading on any report card during the preceding year
- Have teacher recommendation to advance or be placed in ELA pre-advanced or advanced courses
- Complete an assigned summer reading and literary analysis project before school starts

**DUAL CREDIT/CONCURRENT ENROLLMENT:**

Students must achieve and maintain a minimum overall average of 88 in all subjects in order to gain admittance to Dual Credit/Concurrent Enrollment courses.

**TEXAS SCHOLARS-HIGH SCHOOL AND BEYOND:**

The Texas Scholars program focuses students on education and career planning during middle and high school and prepares them for the transition to life after high school.

Seniors of 2010 and beyond must meet the following standards:

- Graduate from high school having completed the Recommended or Distinguished Achievement High School Program, and
- Complete at least two courses eligible for college credit while in high school

School districts may choose to participate in a local area partnership and add additional requirements to address unique needs and expectations for their community or region. Each school district is encouraged to have students develop and carry out an individual plan for high school and the transition to college, the workplace or the military using the recommended tools in the Achieve Texas Education and Career Planning System.

Members of the Cass County Partnership of schools include: Queen City, Atlanta, Avinger, Bloomburg, Hughes Springs, Linden-Kildare and McLeod. Students attending schools in this partnership will be required to meet the above criteria. Students may complete the two courses eligible for college credit by:

- Dual/Concurrent Credit
- Advanced Placement exam scores of three (3) or higher, or
- Completing a coherent sequence of courses as determined by a Local Articulation Agreement or Statewide Articulation that will lead to credit in at least two college courses

Students attending schools in this partnership who will graduate in 2011 and thereafter will follow the Texas Scholars criteria as described below and in the Program Description at [www.texasscholars.org](http://www.texasscholars.org)

- Graduate from high school having completed the Recommended High School Program or higher, and
- Complete at least two courses eligible for college credit while in high school [For more information, contact the counselor at (903)796-8250]

### **BULLYING:**

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

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

### **CAFETERIA SERVICES:**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the principal or campus secretary to apply. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information see policy CO(LEGAL)]

### **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS:**

The district offers career and technology programs in Ag-Science, Business, Health Occupations and Marketing. Admission to these programs is based on student needs assessments, interest, classification, parental or guardian request, recommendations from ARD committees or high school counselor and local and state graduation requirements.

Queen City ISD will take steps to ensure that lack of English Language skills will not be a barrier to admission and participation in all educational and CTE programs.

## **CLASS RANK/TOP TEN PERCENT/HIGHEST RANKING STUDENT:**

Class rank will be calculated through the date determined by the administration using the grade posted on the progress report. Students may not retake classes they have received credit in. In order to be eligible for the above honors, including Valedictorian and Salutatorian, a student must have been a student at Queen City High School during his/her entire junior and senior years.

For two school years following his/her graduation, a district student who graduates in the top ten percent of his/her class may be eligible for automatic admission into four-year universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmark or earns at least a 1500 out of 2400 on the SAT.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming **resident** freshmen. **For students who are eligible to enroll in the University of Texas at Austin during the summer or fall of 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.**

Students and parents should contact the counselor at (903)799-6280 for more information about the application process and deadlines. [For further information see policies at EIC]

## **CLASS SCHEDULES:**

Students will not be allowed to drop a class after 10 days (15 days for Pre-AP and AP classes). A request to drop a class must be made within the first 10 days of class and must have the approval of the parent, teacher, counselor and/or principal. Students will make up all the work and will be assigned incomplete grades until the makeup work in the new class is completed. A request for a schedule change does not guarantee the change will be granted. Both the instructor of the class being dropped and the class being added must sign a class change form. All schedule change requests are subject to administrative approval.

## **COLLEGE CREDIT COURSES:**

Students classified as juniors or seniors may be granted credit for college courses taken in approved institutions to fulfill units for high school graduation under the following provisions:

- Credit for successfully completed college courses shall be earned in one-half unit increments, such as English Composition and Rhetoric 1301 and 1302, U.S. History 1301, U.S. History 1302 and Government 2305.
- Students must pass the THEA or be exempt to receive dual credit.
- Dual Credit classes will be included in the student's GPA.
- The student pays all costs associated with taking the college courses and provides the district with an official college transcript showing the grade received.
- The grade must be a minimum of "C" to qualify for high school credit.

In coordination with Texarkana College, Queen City High School currently offers the following Dual Credit Courses:

- Business Image Management
- Spanish
- English Composition and Rhetoric
- College Algebra
- Federal Government

The district may offer other Dual Credit and/or other college courses via Distance Learning in coordination with Texarkana Colleges and other local universities. Contact the counselor at (903)799-6280 for more information.

## **COMPLAINTS AND CONCERNS:**

Usually student and/or parent complaints or concerns can be addressed by a phone call or conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or online at the district's Website at [www.qcisd.net](http://www.qcisd.net)

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **COMPUTER RESOURCES:**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail using district computers is not permissible and will be monitored by district staff. Students who are discovered using district computers for electronic messaging will be subject to disciplinary action. [For additional information, see policies at CQ]

## **CONDUCT:**

### **APPLICABILITY OF SCHOOL RULES:**

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

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

### **CORPORAL PUNISHMENT:**

Corporal punishment—spanking or paddling the student—will not be used as a discipline technique at Queen City High School except under express approval by the campus principal. When the use of corporal punishment is approved by the campus principal, the parent or guardian of the student must sign a written consent document.

### **DISRUPTIONS:**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.

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

**RADIOS, CD PLAYERS, OTHER ELECTRONIC DEVICES AND GAMES AND CELL PHONES:**

Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, DVD players, cameras or other electronic devices games and cell phones at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to return the items to the student at the end of the day or to contact the parents to pick up the items.

Under certain conditions the district may allow students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event, is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The student may pick up the confiscated telecommunications device from the principal’s office for a fee of \$10.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner for the release of certain other prohibited items. [See policy FNCE]

**SOCIAL EVENTS:**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his/her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the end of the event will not be readmitted.

**CONDUCT BEFORE AND AFTER SCHOOL:**

Teacher and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices and competitions, special study groups or tutorials.

Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants in accordance with Board policy.

**CONTAGIOUS DISEASES/CONDITIONS:**

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

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

**CORRESPONDENCE COURSES:**

The district permits high school students to take correspondence courses- by mail or via the Internet- for credit toward high school graduation.

Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. A

maximum of two credits may be earned through correspondence courses, unless approval is granted by the principal or designee based on the individual needs of the student. Correspondence courses will not be included in the student's GPA. [For further information, see policy EEJC]

## **COUNSELING:**

### **ACADEMIC COUNSELING:**

Students and their parents are encouraged to talk with the school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him/her for attendance at a college, university or training school or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

### **PERSONAL COUNSELING:**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should sign up in front of the counselor's office.

### **PSYCHOLOGICAL EXAMS, TESTS, OR TREATMENT:**

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

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

**CREDIT BY EXAM- IF A STUDENT HAS TAKEN THE COURSE:**

A student who has previously taken a course or subject- but did not receive credit for it- may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher. The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam in order to receive credit for the course or subject. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA]

**CREDIT BY EXAM- IF A STUDENT HAS NOT TAKEN THE COURSE:**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2008-2009 school year include:  
September 17, 2010  
October 8, 2010  
November 5, 2010  
January 21, 2011  
February 18, 2011  
May 24, 2011

A student will earn credit with a passing score of at least 90 on the exam. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled test date. The district will honor a request by a parent to administer a test on a date other than the published dates subject to administrative approval. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. The parent and student are responsible for all fees associated with tests for Credit by Exam. [For further information, see EEJB(LOCAL)]

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION:**

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

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

### **DATING VIOLENCE:**

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

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

### **DISCRIMINATION:**

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

### **HARASSMENT:**

Harassment, in general term, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an

educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site at [www.qcisd.net](http://www.qcisd.net)

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

### **SEXUAL HARASSMENT:**

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

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

### **RETALIATION:**

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

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

**REPORTING PROCEDURES:**

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

**INVESTIGATION OF REPORTS:**

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

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

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

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

**DISTANCE LEARNING:**

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules.

Queen City High School offers students the opportunity to take some courses through distance learning. The admission of students into courses offered by distance learning is subject to administrative approval by the

campus principal and counselor. [For more information on Distance Learning opportunities, contact the counselor at (903)796-8250.

**DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS  
SCHOOL MATERIALS:**

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

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

**NONSCHOOL MATERIALS- FROM STUDENTS:**

Students must obtain prior approval from the principal before posting, circulating, or distributing more than 10 copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the bulletin board across from the restrooms in the patio hallway as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA]

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

**NONSCHOOL MATERIALS- FROM OTHERS:**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or a district-affiliated school support organization will not be sold, circulated, distributed or posted on any district premises by any direct employee or by persons or groups not associated with the district, except as permitted by policy at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may

appeal the rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF]

Prior review will not be required for:

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

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

### **DRESS AND GROOMING:**

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

1. Any skirt, dress or shorts must extend to the end of the fingertips when the arms and fingers are fully extended toward the ground.
2. Extremely low cut shirts or blouses are not appropriate and shall not be worn.
3. Half-shirts, open-side garments, and T-shirts (the underwear type) that expose the underarm or midsection of the body when seated or standing shall not be worn. Fishnet, mesh or see-through material is not appropriate.
4. Hats, caps, visors, bandanas, dew rags, skull caps, or non-prescriptive eyewear may not be worn inside.
5. Clothing displaying obscene, vulgar, or suggestive pictures or writing will not be allowed.
6. Clothing displaying pictures or advertisements for alcohol, drugs, violence, or any musical group or other artists that promote any of the above will not be allowed.
7. Rollers, curlers, combs, picks, sweat bands or any other training devices or head covering will not be allowed.
8. Hairstyles should be simple, clean and arranged so as to not cover the eyes. Any hairstyle deemed to be distracting will not be allowed. Mustaches may be worn but must be neatly trimmed.

9. Shorts must extend to the end of the fingertips when the arms and fingers are fully extended toward the ground. Jogging shorts/soccer shorts (Umbro type) may not be worn. Bicycle shorts, spandex, latex, cutoff jeans and other such attire shall not be worn. Judgment of the appropriateness will be based on the outer garment. The campus administrators will have the final authority on what is appropriate.
10. Sagging or baggy pants, shorts or jeans will not be allowed. Jeans and pants must be regular fit, relaxed fit, loose fit or boot cut. All belts must be buckled. All pants must fit and be worn at the natural waist.
11. Sleeveless shirts, blouses and dresses may be worn as long as no undergarment is visible. Muscle shirts, tube tops, halter-type tops, spaghetti straps, strapless, and backless tops are not allowed. The principal or designee has final approval on appropriateness of any sleeveless garment. The top of the shoulder on all sleeveless garments must be at least the width of three fingers.
12. No watch or pocket chains will be allowed to hang from student clothing.
13. No body piercing will be allowed except for earrings in the lobe of the ear. No jewelry may be worn in the nose, lip, eyelid, tongue or any other area that the principal deems as distracting or inappropriate. Students may be required to cover tattoos.
14. Blankets and pillows are not allowed at school.
15. No house shoes, pajamas or lounging pants shall be worn.
16. Clothing must be free of holes that expose undergarments or skin above the knee.
17. Clothing or paraphernalia determined by the principal to be gang related will not be allowed.
18. All backpacks must be clear. No non-transparent backpacks will be allowed.

**DRUG TESTING:**

See policy FNF(LOCAL).

## **EXEMPTIONS:**

Students must meet the following criteria for exemptions:

- A 90 average with a maximum of four absences
- An 85 to an 89 average with two to three absences
- An 80 to an 84 average with zero to one absences
- All advanced placement classes must have an 80 average and no more than four absences
- Any student with five or more absences is not eligible for exemptions
- Students who cause classroom disruptions throughout the semester or during any review time and are sent to the office may automatically lose their exemptions for that class.
- No more than 3 tardies in a semester and no ISS, DAEP or suspensions
- Students must have all fines paid and all school property items returned in order to be exempt.

## **EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS:**

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)- a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class- other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English Language Arts, Mathematics, Science, Social Studies, Economics, or language other than English-may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may not practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will be unexcused.

**Please Note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standard of behavior-including consequences for misbehavior- that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any additional consequences specified by the organization's standards of behavior. [For further information, see policies at FM and FO]

### **OFFICERS AND ELECTIONS:**

Club and organization sponsors will inform student participants about the offices available and the election procedures.

### **FEES:**

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

- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Security deposits
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance

- Musical instrument rental and uniform maintenance, when uniforms are provided by the district
- Personal apparel used in extracurricular activities that becomes the property of the student
- Parking fees and student identification cards
- Fees for lost, damaged or overdue library books
- Fees for driver training courses, if offered
- Fees for optional courses offered for credit that require the use of facilities not available on district premises
- Summer school for courses that are offered tuition-free during the regular school year
- A reasonable fee for transportation to a student who lives within two miles of the school
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

### **FUND-RAISING:**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 5 days prior to the event. [For further information, see policies at FJ and GE]

Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time.

The collection of monies that takes the time of students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [For further information, see policies at FJ and GE]

All fund-raising projects undertaken by parent-teacher organizations or booster organizations shall require approval from the superintendent.

**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.

**GRADE CLASSIFICATION:**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

|                 |                      |
|-----------------|----------------------|
| Credits earned: | Classification:      |
| 5               | Grade 10 (sophomore) |
| 10              | Grade 11 (junior)    |
| 15              | Grade 12 (senior)    |

**A student’s grade classification may not change within a semester. Any student receiving enough credits to be promoted to the next grade level will not be assigned the new grade classification until the end of the semester.**

**GRADING GUIDELINES:**

Grading procedures will reflect student achievement, and a sufficient number of grades will be taken to support the grade average assigned. In grades 9-12, achievement is reported to parents as: numerical grades once every three weeks. The highest possible grade is 100. Any grade below 70 is failing, and the actual grade earned shall be recorded in the student’s permanent cumulative records.

Semester grades are determined by the following system:

- 1<sup>st</sup> nine weeks average 40%
- 2<sup>nd</sup> nine weeks average 40%
- Semester exam grade 20%

Nine weeks averages are determined by the following system:

- Daily grades 60%
- Test and quiz grades 40%

## GRADE POINT SYSTEM CONVERSION CHART:

| GRADE | HONORS | ADVANCED | INTERMEDIATE | REGULAR |
|-------|--------|----------|--------------|---------|
| 100   | 7.0    | 6.0      | 5.0          | 4.0     |
| 99    | 6.9    | 5.9      | 4.9          | 3.9     |
| 98    | 6.8    | 5.8      | 4.8          | 3.8     |
| 97    | 6.7    | 5.7      | 4.7          | 3.7     |
| 96    | 6.6    | 5.6      | 4.6          | 3.6     |
| 95    | 6.5    | 5.5      | 4.5          | 3.5     |
| 94    | 6.4    | 5.4      | 4.4          | 3.4     |
| 93    | 6.3    | 5.3      | 4.3          | 3.3     |
| 92    | 6.2    | 5.2      | 4.2          | 3.2     |
| 91    | 6.1    | 5.1      | 4.1          | 3.1     |
| 90    | 6.0    | 5.0      | 4.0          | 3.0     |
| 89    | 5.9    | 4.9      | 3.9          | 2.9     |
| 88    | 5.8    | 4.8      | 3.8          | 2.8     |
| 87    | 5.7    | 4.7      | 3.7          | 2.7     |
| 86    | 5.6    | 4.6      | 3.6          | 2.6     |
| 85    | 5.5    | 4.5      | 3.5          | 2.5     |
| 84    | 5.4    | 4.4      | 3.4          | 2.4     |
| 83    | 5.3    | 4.3      | 3.3          | 2.3     |
| 82    | 5.2    | 4.2      | 3.2          | 2.2     |
| 81    | 5.1    | 4.1      | 3.1          | 2.1     |
| 80    | 5.0    | 4.0      | 3.0          | 2.0     |
| 79    | 4.9    | 3.9      | 2.9          | 1.9     |
| 78    | 4.8    | 3.8      | 2.8          | 1.8     |
| 77    | 4.7    | 3.7      | 2.7          | 1.7     |
| 76    | 4.6    | 3.6      | 2.6          | 1.6     |
| 75    | 4.5    | 3.5      | 2.5          | 1.5     |
| 74    | 4.4    | 3.4      | 2.4          | 1.4     |
| 73    | 4.3    | 3.3      | 2.3          | 1.3     |
| 72    | 4.2    | 3.2      | 2.2          | 1.2     |
| 71    | 4.1    | 3.1      | 2.1          | 1.1     |
| 70    | 4.0    | 3.0      | 2.0          | 1.0     |

### DESIGNATED COURSE LEVELS

| HONORS  | ADVANCED  | INTERMEDIATE   | REGULAR  |
|---|---|--|--|
| <b>Calculus</b><br><b>All Pre-AP and AP classes</b><br><b>All Dual Credit /</b><br><b>Concurrent Enrollment</b><br><b>Courses</b> | <b>Computer Science</b><br><b>BIM II</b><br><b>Pre-Calculus</b><br><b>Spanish III</b><br><b>Physics</b> | <b>All core courses*</b><br><b>on the master</b><br><b>schedule not</b><br><b>designated as</b><br><b>Regular,</b><br><b>Advanced, or</b><br><b>Honors</b> | <b>All core courses* in:</b><br><br><b>Accelerated Lab</b><br><b>Applied Courses</b><br><b>On-The-Job Training Equivalents</b> |

**\*CORE COURSES INCLUDE: ENGLISH, MATH, SCIENCE, SOCIAL STUDIES, FOREIGN LANGUAGE, BCIS (OR EQUIVALENT), SPEECH AND HEALTH (OR EQUIVALENT).**

**College classes (other than dual credit and concurrent enrollment), credit by exam, and correspondence courses will not be included in the GPA calculation. Dual credit and concurrent enrollment course grades will be calculated as follows: A-95; B-85; C-75 unless the numerical grade is provided. The student is responsible for procuring official documentation of any numerical grades assigned for dual credit or concurrent enrollment courses.**

### GRADUATION:

#### REQUIREMENTS FOR A DIPLOMA:

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam. Student must also complete any locally required courses.

The exit-level test, required for students in grade 11, covers English Language Arts, Mathematics, Science and Social Studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Physics and Chemistry, English II and early American and United States History, World History and World Geography. A student who does not pass the exit-level exam will have additional opportunities to take the test.

**GRADUATION PROGRAMS:**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended or Distinguished Achievement High School Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student’s parents or persons standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL)]

All students must meet the following credit and course requirements for graduation under the programs listed:

| <b>COURSES</b>                      | <b>MINIMUM PROGRAM CREDITS</b>                                 | <b>RECOMMENDED PROGRAM CREDITS</b>                             | <b>DISTINGUISHED PROGRAM CREDITS</b>                           |
|-------------------------------------|--|--|--|
| <b>ENGLISH/LANGUAGE ARTS</b>        | <b>4</b>   | <b>4</b>   | <b>4</b>   |
| <b>MATHEMATICS</b>                  | <b>4</b>   | <b>4</b>   | <b>4</b>   |
| <b>SCIENCE</b>                      | <b>3</b>   | <b>4</b>   | <b>4</b>   |
| <b>SOCIAL STUDIES</b>               | <b>3.5</b>   | <b>3.5</b>   | <b>3.5</b>   |
| <b>ECONOMICS</b>                    | <b>.5</b>  | <b>.5</b>  | <b>.5</b>  |
| <b>PHYSICAL EDUCATION</b>           | <b>1.5</b>   | <b>1.5</b>   | <b>1.5</b>   |
| <b>SPEECH</b>                       | <b>.5</b>  | <b>.5</b>  | <b>.5</b>  |
| <b>HEALTH</b>                       | <b>.5</b>  | <b>.5</b>  | <b>.5</b>  |
| <b>LANGUAGES OTHER THAN ENGLISH</b> |  | <b>2</b>   | <b>3</b>   |
| <b>FINE ARTS</b>                    | <b>1</b>   | <b>1</b>   | <b>1</b>   |
| <b>LOCAL REQUIREMENTS</b>           | <b>.5 CREDIT IN HEALTH<br/>.5 CREDIT IN PHYSICAL EDUCATION</b> | <b>.5 CREDIT IN HEALTH<br/>.5 CREDIT IN PHYSICAL EDUCATION</b> | <b>.5 CREDIT IN HEALTH<br/>.5 CREDIT IN PHYSICAL EDUCATION</b> |
| <b>ELECTIVES</b>                    | <b>9</b>   | <b>6.5</b>   | <b>5.5</b>   |
| <b>TOTAL</b>                        | <b>28</b>  | <b>28</b>  | <b>28</b>  |

### **CERTIFICATES OF COURSEWORK COMPLETION:**

A certificate of coursework completion will be issued to a senior who successfully completes the state and local requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **STUDENTS WITH DISABILITIES:**

Upon recommendation of the admission, review and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his/her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his/her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he/she may remain enrolled to complete the IEP and earn his/her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See FMH(LEGAL)] Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

### **GRADUATION ACTIVITIES:**

Graduation activities will include:

- Commencement Ceremonies
- Project Graduation

Students participating in commencement ceremonies will be required to adhere to a dress code.

All seniors must have all fines and fees paid and materials returned to be eligible to participate in graduation activities.

A senior who is not eligible to participate in the commencement ceremony will not be allowed to attend Project Graduation as a participant or as a guest of someone else.

### **GRADUATION SPEAKERS:**

Graduating students will be given an opportunity to provide opening and closing remarks during the commencement ceremonies. Only those students who are ranked one through four will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, the school may revoke the student's opportunity to speak.

Students eligible to give the opening and closing remarks will be notified by the principal. [See FNA(LOCAL)]

**EARLY GRADUATION:**

Students who desire to graduate early must meet all the state and local requirements and submit a written request to the principal one school year before the expected date of graduation. Students who graduate early will only be allowed to participate in spring school activities upon receiving administrative permission.

**GRADUATION EXPENSES:**

Because students and parents will incur expenses in order to participate in the traditions of graduation- such as the purchase of invitations, senior rings, cap and gown, and senior portraits- both student and parent should monitor progress toward completion of all requirements for graduation. The expenses are often incurred in the junior year or the first part of the senior year. [See Student Fees]

**STATE SCHOLARSHIPS AND GRANTS:**

Under the Texas Early High School Graduation Scholarship Programs, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges and technical schools as well as to private institutions. [For further information see the counselor and policy EG(LEGAL)]

**COLLEGE DAYS:**

Seniors are allowed two college days for an approved college visit. The college must be at least 75 miles from Queen City, and students must complete a prior permission form and have it signed by all his/her teachers and the principal before the date to be used for the college visit.

**HEALTH-RELATED MATTERS:  
SCHOOL HEALTH ADVISORY COUNCIL:**

During the preceding school year, the district's SHAC held **4** meetings. Additional information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year and for information regarding vending machines in the district facilities and student access to the machines is available from the principal. [See also policies at BDF and EHAA]

**BACTERIAL MENINGITIS:**

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

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is the most common and the least serious. Bacterial Meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.  
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash of tiny red-purple spots. These can occur anywhere on the body.  
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?  
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?  
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by contact or by simply breathing the air where a person with

meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside of the body. They are spread when people exchange saliva (such as kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

### **PHYSICAL FITNESS:**

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

**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 see Director of Auxiliary Services at (903)796-8256. [See policy at CO and FFA]

**TOBACCO PROHIBITED:**

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

**ASBESTOS MANAGEMENT PLAN:**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Director of Auxiliary Services' Office. If you have any questions, please contact John Ivy at (903)796-8256.

**PEST MANAGEMENT PLAN:**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before the application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact John Ivy at (903)796-8256.

**HOMELESS STUDENTS:**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Gayle Miller, at PO Box 128, Queen City, TX 75572 or call (903)796-8256.

**HOMEWORK:**

Assigning of homework and grading is at the discretion of the classroom teacher.

**IMMUNIZATION:**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the

Texas Department of State Health Services, Immunization Branch, can be honored by the district. This information may be obtained by writing the DSHS Immunization Branch (MC 1946), PO Box 149347, Austin, TX 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm> The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

#### **LATE ARRIVAL TO SCHOOL:**

A student who is tardy to class by more than 25 minutes will be counted absent. Repeated instances of tardiness will result in disciplinary action. [See attendance for Credit]

#### **LAW ENFORCEMENT AGENCIES:**

##### **QUESTIONING OF STUDENTS:**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school

- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection

### **STUDENTS TAKEN INTO CUSTODY:**

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

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

Before the 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/her ability, will verify the officer's authority to take custody of the student.

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

### **NOTIFICATION OF LAW VIOLATIONS:**

The district is required by law to notify;

- All instructional and support staff who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors

- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors

[See policy FL(LEGAL) and GRA(LEGAL)]

### **LIBRARY:**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use before school beginning at 7:30 and during break and lunch with permission from a teacher and the librarian.

The library media center is a valuable aid to any student who uses its resources properly.

Books are normally checked out for two weeks and may be rechecked for another two weeks. Lost books must be paid for in full before other books can be checked out. Students will be charged the original cost of the book. A fine of ten cents per day will be charged for overdue books. An accumulated fine of one dollar or more must be paid before checking out another book. Any fines owed must be cleared up to exempt a student from semester tests in any grading period. Fines for overdue books not cleared by the end of the school year will remain on the student's record into the following year.

Any student visiting the library during class time must have a pass from their teacher. All materials leaving the library must be checked out. Any personal CD or other personal audio-visual device **MUST** be cleared by the principal and librarian before use.

### **MAKEUP WORK:**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL)]

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

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

No work will be accepted later than seven calendar days after the end of a grading period unless there are extenuating circumstances approved by the principal.

**DAEP OR IN-SCHOOL SUSPENSION MAKEUP WORK:**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum in courses in which the student was enrolled at the time of the removal. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL)]

A student removed from the regular education classroom to in-school-suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of the removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL)]

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

A student who is suspended or assigned to DAEP may not participate in or attend any school activity (in or out of town). After returning to the regular campus from DAEP students must serve one successful day in the classroom before attending or participating in any school related activities.

A student who is assigned to ISS or DAEP will lose eligibility for exemptions from semester exams. During the time a student is assigned to ISS or DAEP the student is not eligible to participate in or attend any school related activities including athletic events on or off school property. At the end of the ISS or DAEP assignment, the student may return to the regular campus and all activities including extracurricular if he/she has completed all work assigned while in ISS or DAEP.

## **MEDICINE AT SCHOOL:**

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

1. Only authorized employees, in accordance with policies at FFAC, may administer along with a written request.
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities
2. In certain emergency situations, the district will maintain and administer to the student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form

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

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

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for more information. [See policy FFAF(LEGAL)]

### **PSYCHOTROPIC DRUGS:**

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC]

### **NONDISCRIMINATION STATEMENT:**

In its efforts to promote nondiscrimination, Queen City ISD and Queen City High School do not discriminate on the basis of race, religion, color, national origin gender or disability in providing education services, activities and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Rob Barnwell, Superintendent, 1015 Houston Street, Queen City, TX, 75572, (903)796-8256
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Karen Tromza, Director of Special Education, 1015 Houston Street, Queen City, TX 75572, (903)796-7910
- All other concerns regarding discrimination: See the superintendent, Rob Barnwell, 1015 Houston Street, Queen City, TX 75572, (903)796-8256

### **MEETINGS OF NON-CURRICULUM-RELATED GROUPS:**

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

**NONTRADITIONAL ACADEMIC PROGRAMS:**

An accelerated program of instruction is available to students in need of credit recovery. A student's eligibility to participate in this program is determined by the principal based on individual needs of the student and space available in the program.

**PHYSICAL EXAMINATIONS/HEALTH SCREENINGS:**

A student desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to participate in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

The district may provide additional screenings as district and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examinations shall be advised of the need and referred to appropriate health agencies.

**PLEDGES OF ALLEGIANCE AND MINUTE OF SILENCE:**

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

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

**PRAYER:**

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

## **PROMOTION AND RETENTION:**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on the course-level standards.

In addition, at certain grade levels a student-with limited exceptions- will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the TAKS.

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

Parents of a student in grade 3, 5 or 8 who does not perform satisfactorily on his/her exams will be notified that their child will participate in special instruction programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Certain students- some with disabilities and some with limited English proficiency- may be eligible for exemptions, accommodations or deferred testing. For more information see the principal, the counselor or director of special education.

A Personal Graduation Plan(PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The

plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the principal or counselor and policy EIF(LEGAL)]

**RELEASE OF STUDENTS FROM SCHOOL:**

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

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

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

**REPORT CARDS/PROGRESS REPORTS AND CONFERENCES:**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 3 weeks.

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

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school office within 5 days.

**SAFETY:**

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

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

**ACCIDENT INSURANCE:**

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

**DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES:**

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

**FIRE DRILL BELLS**

- |         |                          |
|---------|--------------------------|
| 3 bells | leave the building       |
| 1 bell  | halt; stand at attention |
| 2 bells | return to the classroom  |

## **TORNADO DRILL BELLS**

- |                   |   |
|-------------------|---|
| 1 continuous bell | move quietly but quickly to the designated location |
| 2 bells           | return to the classroom                             |

## **EMERGENCY MEDICAL TREATMENT INFORMATION:**

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

## **EMERGENCY SCHOOL-CLOSING INFORMATION:**

The superintendent or designee determines if school will be closed due to inclement weather or an emergency situation. Parents and students should listen to local radio stations and watch local television stations for any announcements about school closings.

## **SAT, ACT AND OTHER STANDARDIZED TESTS:**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized placement test, such as the Texas Higher Education Assessment (THEA). See the counselor for information on exemptions from these tests.

## **SCHOOL FACILITIES:**

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

The following areas are open to students before school, beginning at 7:30a.m.

- Patio
- Cafeteria
- Library (with permission)

- Classrooms for tutorial purposes only (with prior permission of teacher and under teacher supervision)

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. There are certain areas of the high school campus that are restricted areas where students are not allowed to linger or wait without special permission. These are:

- Parking area- as soon as students get to school they are to leave the parking lot and should not return except to leave with permission or at the end of the school day
- Faculty/Visitor parking lot- students may wait in the front office of the high school for someone coming to pick them up. Students are not to visit with others or wait in the parking area
- West side of the school building- students are not permitted in this area at any time
- North end of the high school- students are not to be in this area before, during or after school- including break and lunch

Before school, during break and at lunch, students are allowed in the cafeteria, or on the patio. Students should not be in any other area without permission and supervision.

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

### **SEARCHES:**

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

### **STUDENTS' DESKS AND LOCKERS:**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked and the combinations are not available to others. The school does not provide

locks for lockers. If a student wishes to place a lock on his/her lock, he/she must make a spare key or the combination available in the office before placing the lock on the locker.

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

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

### **VEHICLES ON CAMPUS:**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his/her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct]

Students who drive vehicles to school must register the vehicle with the office and purchase a parking permit. To purchase a permit, a student must show a valid driver's license and proof of insurance. Vehicles in the student parking lot without a valid permit are subject to towing at the owner's expense.

### **TRAINED DOGS:**

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

### **METAL DETECTORS:**

Students shall be notified at the beginning of each school year that they may be subject to metal detector searches on a random basis. To ensure that metal detector searches are conducted uniformly and equitably, school administrators shall:

1. Maximize detection and deterrent value by regularly searching significant numbers of students;
2. Minimize inconvenience to students and interference with the educational process;

3. Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search; and
4. Avoid the appearance that a particular student or group of students is either being favored or targeted by adopting schemes, well in advance of the search, that leave the operator of the metal detector an absolute minimum of discretion.

If a metal detector indicates the presence of metal after a student has been asked to remove all metal objects from his/her person and possessions, or if a student refuses to remove all metal objects without giving a satisfactory explanation, the district shall notify the student's parent, guardian, or other person having lawful control over the student. If, following such notification, the student again refuses to remove all metal objects from his/her person and possessions, the student shall be required to leave the school property, in accordance with any applicable procedures in the Student Code of Conduct.

If any weapons are found in a search, the student shall be subject to appropriate disciplinary action, in accordance with the Student Code of Conduct.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy. [For further information, see policy FNF(LOCAL)]

### **SPECIAL PROGRAMS:**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with Limited English Proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Gayle Miller at (903)796-8256, the campus principal, or the counselor.

### **STERIODS:**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. Students participating in UIL athletic competition may be subject to random steroid testing. More information on UIL testing program may be found at the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steriod\\_information.html](http://www.uil.utexas.edu/athletics/health/steriod_information.html)

**STUDENT SPEAKERS:**

School policy at FNA(LOCAL) designates the criteria by which students are selected to speak at school events. As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

**SUMMER SCHOOL:**

Students and parents who are interested in Summer School programs should contact the school counselor for information on area programs.

**TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS):**

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

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

[See policy EKB(LEGAL)]

**TARDINESS:**

All first period tardies will be handled in the office and second through eighth period tardies will be handled by the classroom teacher. All tardies will be turned in to the office.

Tardies will be tabulated from all classes rather than each individual class.

On the third tardy students will be subject to disciplinary action. The following is the procedure for disciplinary action for tardies:

- 1<sup>st</sup> tardy- student warning
- 2<sup>nd</sup> tardy- student warning, parent contact
- 3<sup>rd</sup> tardy- student warned, parent contact, detention
- 4<sup>th</sup> tardy- detention, exemptions denied for the semester, parent contact
- 5<sup>th</sup>-7<sup>th</sup> tardy- morning, break and lunch detention, parent contacted
- 8<sup>th</sup> tardy and beyond- 3 days ISS, parent contacted (each occurrence)

Tardy accumulation starts over after the first semester.

### **TELEPHONE USE AT SCHOOL:**

Students are not allowed to make calls from any phone on campus except the phone in the main office. Students must have permission from office staff to make calls. Students may not use the telephones in the Ag building, Band hall, Field house, Gym, Classrooms, Cafeteria, or any other phone on campus. Students are not allowed to display or use cell phones.

### **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT:**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should immediately report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided a textbook for use at school during the school day.

### **TRANSFERS:**

The Queen City Schools will accept potential transfers subject to the policy described:

- A written application for transfer must be presented to the Superintendent prior to May 1 of each school year. The Superintendent will vote to either grant or deny the request. This procedure must be completed prior to every year the student wishes to attend Queen City Schools
- Transfers from other districts, who attended the local school the previous year, will be accepted if the student has maintained good academic, attendance and disciplinary records.

- Transfers from other districts that did not attend the local schools the previous year may violate the Modified Court Order, Civil Action N.5281 as interpreted by the Texas Education Agency and may not be accepted.
- No student under suspension or expulsion from another school will be considered for transfer and shall be refused admission until said suspension has been terminated or lifted by the sending school.
- No school bus routes will be set up or extended for transfer students but such students may be transported upon boarding the school bus along a regularly approved route in the school district.
- Transfer requests may be denied if the student does not live with a parent or legal guardian.

**TRANSPORTATION:  
SCHOOL-SPONSORED TRIPS:**

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

**BUSES AND OTHER TRANSPORTATION:**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling John Ivy at (903)796-8256. See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home
- Keep feet, books, instrument cases and other objects out of the aisle
- Not deface the bus, van or its equipment
- Not put head, hands, arms or legs out of the windows, hold any object out of the window, or throw objects within or out of the bus or van

- Not possess or use any form of tobacco on school buses
- Observe all usual classroom rules
- Be seated while the vehicle is moving
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

### **VANDALISM:**

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

### **VIDEO CAMERAS:**

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

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

### **VISITORS TO THE SCHOOL:**

#### **GENERAL VISITORS:**

Parents and others are welcome to visit the district schools. For the safety of those within the school and to avoid disruptions of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only as long as their duration and frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitation with individual students is limited to the parent or legal guardian except under extenuating circumstances and with permission from campus administration.

All visits during school hours with individual students will be restricted to the office area only except with permission from campus administration.

**VISITORS PARTICIPATING IN SPECIAL PROGRAMS FOR STUDENTS:**

Occasionally, Queen City High School invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students. These visitors are subject to the same requirements as all other visitors and are not allowed to roam on campus.

**WITHDRAWING FROM SCHOOL:**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the nurse for health records; to the counselor for the last report card and course clearance; to the cafeteria for account clearance; and finally to the principal for final approval. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

## GLOSSARY

**ACCELERATED INSTRUCTION-** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his/her grade level.

**ACT-** refers to one of the two most frequently used college or university admission exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ALTERNATIVE ASSESSMENT INSTRUMENT-** developed by the state may be given to students in special education and students identified as limited English proficient.

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

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

**DAEP-** stands for Disciplinary Alternative Education Program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English Language Arts, Mathematics, Science, Social Studies and Self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

**LAT-** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB ACT-** is the federal No Child Left Behind Act of 2001

**PERSONAL GRADUATION PLAN (PGP)-** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he/she begins grade 9.

**SAT-** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admission for colleges or universities.

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

**SCHOOL HEALTH ADVISORY COUNCIL (SHAC)-** is a group of at least five members, a majority of whom must be parents, appointed by the

school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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

**STUDENT CODE OF CONDUCT-** is developed with the advice of the district-level committee and is adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or other administrator to place the student in a DAEP. It outlines conditions for Out-of-School Suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

**TAKS ACCOMMODATED-** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS ALTERNATIVE-** is an alternative state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-MODIFIED-** is an alternative state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**TELPAS-** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

**TxVSN-**the Texas Virtual School Network, provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

# **APPENDIX I**

## **QUEEN CITY HIGH SCHOOL**

**STUDENT**

**CODE**

**OF**

**CONDUCT**

# STUDENT CODE OF CONDUCT

## PURPOSE

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

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

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

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

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Additionally, the Code will be posted on the District's Web site at [www.qcisd.net](http://www.qcisd.net) Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

## CONTENTS

This Code is organized into the following sections:

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

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

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

### **SCHOOL DISTRICT AUTHORITY AND JURISDICTION**

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

The district has disciplinary authority over a student:

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

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

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

### **REPORTING CRIMES**

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

### **REVOKING TRANSFERS**

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

### **STANDARDS FOR STUDENT CONDUCT**

Each student is expected to:

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

## **GENERAL CONDUCT VIOLATIONS**

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

### **Students shall not:**

#### **Disregard for Authority**

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

#### **Mistreatment of Others**

- Use profanity or vulgar language or make obscene gestures
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment
- Engage in bullying, harassment, or making hit lists (See glossary for all three terms)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture or any other conduct, directed toward another person, including a district student, employee or volunteer
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship

- Engage in inappropriate or indecent exposure of private body parts
- Participate in hazing (See glossary)
- Cause an individual to act through the use of or threat of force (coercion)
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person)
- Engage in inappropriate verbal, physical or sexual conduct toward another person, including a district student, employee or volunteer
- Record the voice or image of another without prior consent of the individuals being recorded in any way that disrupts the educational environment or invades the privacy of others

### **Property Offenses**

- Damage or vandalize property owned by others (For felony criminal mischief, see DAEP Placement or Expulsion)
- Deface or damage school property- including textbooks, lockers, furniture, and other equipment- with graffiti or by other means
- Steal from students, staff or the school
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code (For felony robbery and theft see DAEP Placement and Expulsion)

### **Possession of Prohibited Items**

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon
- An air gun or BB gun
- Ammunition
- A stun gun
- A pocketknife or any other small knife
- Mace or pepper spray
- Pornographic material
- Tobacco products

- Matches or a lighter
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists (For weapons and firearms see DAEP Placement and Expulsion)

### **Possession of Telecommunication Devices**

- Display, turn on or use a telecommunications device including a cell phone or other electronic device on school property during the school day

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

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

### **Misuse of computers and the Internet**

- Violate computer use policies, rules or agreements signed by the student and the student’s parent
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including

off school property if the conduct causes substantial disruption of the educational environment

- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes significant disruption of the educational environment
- Use the Internet or other electronic communications to threaten district students, employees or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety

### **Safety Transgressions**

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property
- Make false accusations or perpetrate hoaxes regarding school safety
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence
- Throw objects that can cause bodily injury or property damage
- Discharge a fire extinguisher without valid cause

### **Miscellaneous Offenses**

- Violate dress and grooming standards as communicated in the student handbook
- Cheat or copy the work of another
- Gamble
- Falsify records, passes or other school-related documents
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities
- Repeatedly violate other communicated campus or classroom standards of conduct

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

### **DISCIPLINE MANAGEMENT TECHNIQUES**

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

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

### **Students with Disabilities**

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

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

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

## **Techniques**

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

- Verbal correction, oral or written
- Cooling-off time or "time-out"
- Seating changes within the classroom
- Temporary confiscation of items that disrupt the educational process
- Rewards or demerits
- Behavioral contracts
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy
- Detention
- Sending the student to the office or other assigned area, or to in-school suspension
- Assignment of school duties such as cleaning or picking up litter
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations
- Withdrawal or restriction of bus privileges
- Penalties as described in individual student organization's behavioral standards
- School-assessed and school-administered probation
- Corporal Punishment
- Out-of-school suspension, as specified in the Suspension section of this Code
- Placement in DAEP, as specified in the DAEP section of this Code

- Placement in or expulsion to an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code
- Expulsion, as specified in the Expulsion section of this Code
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district
- Other strategies and consequences as determined by school officials

**Notification**

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

**Appeals**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal’s office or the central administration office or through Policy Online at the following Web site: [www.qcisd.net](http://www.qcisd.net)  
 Consequences will not be deferred pending the outcome of a grievance.

**REMOVAL FROM THE REGULAR EDUCATIONAL SETTING**

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

**Routine Referral**

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

## **Formal Removal**

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

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

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in case of removal by a teacher; and any other administrator.

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

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

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

## **Returning Student to Classroom**

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

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

## **SUSPENSION**

### **Misconduct**

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

In deciding whether to order suspension, the district will take into consideration:

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

### **Process**

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

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

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

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

## **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) PLACEMENT**

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

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

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

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

In deciding whether to order placement in a DAEP, the district will take into consideration:

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

### **Discretionary Placement: Misconduct that May Result in DAEP Placement**

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

### **Misconduct Identified in State Law**

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

- Involvement in a public school fraternity, sorority, or secret society, including participation as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang (See glossary)
- Involvement in criminal street gang activity
- Any criminal mischief, including a felony

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

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

### **MANDATORY PLACEMENT: MISCONDUCT THAT REQUIRES DAEP PLACEMENT**

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school (See glossary)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
- Engages in conduct punishable as a felony
  1. Commits an assault (See glossary) under Texas Penal Code 22.01(a)(1)
  2. Sells, gives, or delivers to another person, or possesses, uses or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence”)
  3. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses or is under the influence of alcohol, if the conduct is not punishable as a felony offense (School-related felony alcohol offenses are addressed in the Expulsion section)
  4. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals
  5. Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure

- Engages in expellable conduct and is between six and nine years of age
- Commits a federal firearms violation and is younger than six years of age
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code)
- Engages in conduct punishable as a felony listed under Title 5 (See glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event; and
  1. The student receives deferred prosecution (See glossary)
  2. A court or jury finds that the student has engaged in delinquent conduct (See glossary), or
  3. The superintendent or designee has a reasonable belief (See glossary) that the student engaged in the conduct

### **Sexual Assault and Campus Assignments**

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

### **Emergencies**

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

## **Process**

Removals to a DAEP will be made by a campus administrator.

## **Conference**

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

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

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

## **Placement Order**

After the conference, if the student is placed in DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code. If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines in this Code, the placement order will give notice of the inconsistency.

## **Length of Placement**

The duration of a student's placement in a DAEP will be determined by the campus administration. The duration of a student's placement in a DAEP will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude and statutory requirements. The maximum period of DAEP placement shall be one calendar year except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

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

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

### **Exceeds School Year**

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

For placement in a DAEP to extend beyond the end of the school year, the campus administration ***must*** determine that:

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

### **Exceeds 60 Days**

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

### **Appeals**

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On-line at the following web address: [www.qcisd.net](http://www.qcisd.net)

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

### **Restrictions during Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district will provide transportation to students in a DAEP if transportation is provided for the student under ordinary circumstances.

For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student ***will not*** be allowed to participate in the graduation ceremony and related graduation activities.

### **Placement Review**

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

### **Additional Misconduct**

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

### **Notice of Criminal Proceedings**

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

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal

proceedings, deferred adjudication (See glossary), or deferred prosecution will be initiated; or

2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

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

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

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

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

### **Withdrawing During Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the order at that time, less any period of the placement

that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district will decide on a case-by-case basis whether to continue the placement of student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in the district's DAEP or a regular classroom setting.

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

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

### **Emergency Placement Procedure**

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

## **PLACEMENT AND/OR EXPULSION FOR CERTAIN SERIOUS OFFENSES**

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

### **Registered Sex Offenders**

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

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

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

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

### **Review Committee**

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

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

### **Newly Enrolled Student**

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

### **Appeal**

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

### **Certain Felonies**

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

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

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

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

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

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

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

### **Length of Placement**

The student is subject to the placement until:

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

### **Newly Enrolled Students**

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

### **EXPULSION**

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (See glossary)
2. Intent or lack of intent at the time the student engaged in the conduct, and

3. The student's disciplinary history

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

A student may be expelled for:

- Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer, no matter where it takes place
- Criminal mischief if punishable as a felony
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  1. Aggravated assault
  2. Sexual assault
  3. Aggravated sexual assault
  4. Murder
  5. Capital murder
  6. Criminal attempt to commit murder or capital murder
  7. Aggravated robbery
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

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

- Committing any of the following offenses on or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.
  1. Selling, giving, or delivering to another person, or possessing, using or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
  2. Selling, giving, or delivering to another person, or possessing, using or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

3. Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
4. Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or volunteer.
5. Engaging in deadly conduct. (See glossary)

### **Within 300 Feet of School**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  1. Aggravated assault, sexual assault, or aggravated sexual assault
  2. Arson
  3. Murder, capital murder, or criminal attempt to commit murder or capital murder
  4. Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery
  5. Continuous sexual abuse of a young child or children
  6. Felony drug or alcohol-related offense
  7. Use, exhibition, or possession of a firearm (as defined By state law),

### **Property of another District**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

- Engaging in serious offenses or persistent misbehavior (See glossary) that violates the district's Code, while placed in a DAEP.

## **Mandatory Expulsion: Misconduct that Requires Expulsion**

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

### **Federal Law**

- Bringing a firearm (as defined by federal law) to school. “Firearm” under federal law includes:
  1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive
  2. The frame or receiver of any such weapon
  3. Any firearm muffler or firearm weapon
  4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade

### **Texas Penal Code**

- Using, exhibiting or possessing the following (as defined by the Texas Penal Code):
  1. A firearm (any device designed, made or adapted to expel a projectile through its barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
  2. An illegal knife, such as a knife with a blade over 5 inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto and poniard; bowie knife; sword or spear
  3. A club (See glossary) such as an instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk

4. A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device or a zip gun (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
    1. Aggravated assault, sexual assault, or aggravated sexual assault
    2. Arson (See glossary)
    3. Murder, capital murder, or criminal attempt to commit murder or capital murder
    4. Indecency with a child
    5. Aggravated kidnapping
    6. Aggravated robbery
    7. Manslaughter
    8. Criminally negligent homicide
    9. Continuous sexual abuse of a young child or children
    10. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol
  - Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity

### **Under Age Ten**

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

### **Emergency**

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

## **Process**

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

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

- Another appropriate classroom
- In-school Suspension
- Out-of-school Suspension
- DAEP

## **Hearing**

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

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

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

The board delegates to the superintendent authority to conduct hearings and expel students.

## **Board Review of Expulsion**

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

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

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

### **Expulsion Order**

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

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

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

### **Length of Expulsion**

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

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

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

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

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal during Process**

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

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

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

### **Additional Misconduct**

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

### **Restrictions during Expulsion**

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

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

### **Newly Enrolled Students**

The district will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or open-enrollment charter school upon enrollment in the district.

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

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

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

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

### **Emergency Expulsion Procedures**

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

### **DAEP Placement of Expelled Students**

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

## **GLOSSARY**

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

**Abuse**- is improper or excessive use

**Armor-piercing ammunition**- is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor

**Arson**- is a crime that involved starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town
  - b. Knowing that it is insured against damage or destruction
  - c. Knowing that it is subject to a mortgage or other security interest
  - d. Knowing it is located on property belonging to another
  - e. Knowing it has located within it property belonging to another
  - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another
3. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation or vehicle; or
4. A crime that involves intentionally starting a fire or causing an explosion and in so doing;
  - a. Recklessly damages or destroys a building belonging to another,or
  - b. Recklessly causes another person to suffer bodily injury or death

**Assault**- is defined in part by Texas Penal Code 22.01(a)(10 as intentionally, knowingly, or recklessly causing bodily injury to another

**Bullying**- is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property; or

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

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

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

**Criminal Street Gang**-is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities

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

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

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

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

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

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

**Explosive Weapon**- is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror

**False Alarm or Report**- occurs when a person knowingly initiates, communicates or circulates a report of present, past, or future bombing, fire,

offense, or other emergency that he or she knows is false or baseless and the would ordinarily:

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

**Firearm Silencer**- any device designed, made or adapted to muffle the report of a firearm

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

**Harassment**- is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotionally health or safety

**Hazing**- is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization

**Hit List**- is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm

**Knuckles**- is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles

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

**Mandatory**- means that something is obligatory or required because of authority

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

**Persistent Misbehavior**- is two or more violations of the Code in general or repeated occurrences of the same violation

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

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

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

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

**Serious Offenses**- include but are not limited to:

- Murder
- Vandalism
- Robbery or Theft
- Extortion, Coercion or Blackmail
- Actions or demonstrations that substantially disrupt or materially interfere with school activities
- Hazing
- Insubordination
- Profanity, Vulgar Language or Obscene Gestures
- Fighting , Committing Physical Abuse or Threatening Physical Abuse
- Possession or Distribution of Pornographic Materials
- Leaving School Grounds without Permission
- Sexual Harassment of a student or a district employee
- Possession of or Conspiracy to Possess any Explosive or Explosive Device
- Falsification of Records, Passes or Other School-Related Documents
- Refusal to Accept Discipline Assigned by the Teacher or Principal
- Possession of Prohibited Items or Substances

**Short-barrel Firearm**- is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made

from a rifle or shotgun that, as altered, has an overall length of less than 26 inches

**Switchblade**- is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button by the force of gravity or centrifugal force. The term does not include a knife that has a spring, detent or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist or arm to overcome the bias toward closure and opening of the knife

**Terroristic Threat**- is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury
3. Prevent or interrupt the occupation or use of a building, room, place of assembly or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas or power supply or other public service
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district)

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

**Under the Influence**- means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidence by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action

**Use**- means voluntarily introducing into one's body, by any means, a prohibited substance

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

# **APPENDIX II**

## **QUEEN CITY HIGH SCHOOL**

### **DISCIPLINE**

### **MANAGEMENT**

### **PLAN**

## **QUEEN CITY HIGH SCHOOL DISCIPLINE MANAGEMENT PLAN**

### **EXAMPLES OF LEVEL I OFFENSES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING OFFENSES:**

1. Class disruption
2. Dress code violation
3. Failure to attend assigned detention
4. Hall or cafeteria disturbance
5. Inappropriate verbal or physical contact
6. Obscene gestures (students)
7. Possession of a prohibited item
  - a. Radio
  - b. Tape player
  - c. CD player and/or CDs
  - d. Tape recorder, camera, video camera
  - e. Cell phone, laser pointer, paging devices
8. Profanity
9. Public display of affection
10. Unauthorized area violation
11. Verbal altercation
12. Away from assigned area

### **LEVEL I OFFENSES WILL BE HANDLED IN THE FOLLOWING MANNER:**

Detention or consequences decided by the administration

### **EXAMPLES OF LEVEL II OFFENSES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. Destruction of property
2. Disrespect toward any school employee
3. Gambling
4. Insubordination
5. Obscene gestures toward any school employee
6. Profanity directed toward any school employee or student
7. Inappropriate physical contact
8. Truancy/leaving campus without permission
9. Use/possession of tobacco or tobacco paraphernalia such as lighters, etc.
10. Violent disruption
11. Away from assigned area (second offense)
12. Forgery (including doctors' notes)
13. Computer/Internet use violations
14. Continuous verbal fighting
15. Unauthorized classroom interruption
16. Plagiarism/academic dishonesty (cheating or copying the work of another)
17. Public display of affection (second offense)

18. Possession of a dangerous item
19. Possession of a knife with a blade of less than 2 ½ inches
20. Possession or distribution of pornographic material
21. Theft
22. Inciting a fight between other students
23. Bullying, intimidation, or engaging in threatening behavior
24. Throwing objects that could cause harm to another person
25. Persistent violation of Level I offenses

**LEVEL II OFFENSES WILL BE HANDLED IN THE FOLLOWING MANNER:**

All Level II offenses will be subject to ISS, Suspension, AEP or consequences as decided by administration.

**EXAMPLES OF LEVEL III OFFENSES INCLUDE BY ARE NOT LIMITED TO THE FOLLOWING:**

1. Assault
2. Physical Fight (Local Authorities May Be Notified)
3. Conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school
4. Possession, selling, giving, or delivering alcohol or a controlled substance
5. Possession of a weapon, a look-a-like weapon or dangerous item (this includes possession of a knife between 2 ½ and 5 ½ inches long. A knife with a blade over 5 ½ inches long is an illegal knife and results in mandatory expulsion.)
6. Engaging in verbal or written exchanges that threaten the safety of a school employee or any other member of the school community. The district has the primary responsibility of assuring that its schools are safe. Students who by their behavior on or off campus pose an imminent threat to the safety of any members of the school community will be subject to appropriate disciplinary action and possible criminal penalties.
7. Vandalism or criminal mischief
8. Conduct punishable as a felony
9. Inappropriate exposure of body parts or public lewdness
10. Hazing or harassment

**LEVEL III OFFENSES WILL BE HANDLED IN THE FOLLOWING MANNER:**

Suspension, AEP, Expulsion, Contact Authorities, Restitution, or Consequences decided by administration

(See the Queen City ISD Student Code of Conduct)

Each disciplinary referral will result in the student moving to the next step on the discipline management plan. The plan is intended to keep students informed about the consequences of violating the Student Code of Conduct and to deter violations. The steps cover the entire school year and do not start over after the end of the first semester.

|                    |  |
|--------------------|--|
| <b>STEP ONE:</b>   | <b>Warning, depending on the severity of the offense, possible detention or Grounds Improvement (GIP) Assignment</b> |
| <b>STEP TWO:</b>   | <b>Student will be assigned to detention or GIP</b>  |
| <b>STEP THREE:</b> | <b>Student will be assigned detention or GIP</b>   |
| <b>STEP FOUR:</b>  | <b>Student will be assigned detention or GIP</b>   |
| <b>STEP FIVE:</b>  | <b>Student will be assigned ISS</b>  |
| <b>STEP SIX:</b>   | <b>Student will be assigned ISS</b>  |
| <b>STEP SEVEN:</b> | <b>Student will be assigned ISS</b>  |
| <b>STEP EIGHT:</b> | <b>Student will be assigned ISS</b>  |
| <b>STEP NINE:</b>  | <b>Student will be assigned AEP</b>  |
| <b>STEP TEN:</b>   | <b>Student will be assigned AEP</b>  |

**\*Note: When students are assigned detention, the campus administrator will decide if the student will attend morning, break or lunch detention. The campus administrator will determine appropriate assignments when students are assigned to GIP. When assigned to morning detention, the student and/or the parent are responsible for transportation. Students will not be excused from tutorials to attend detention, but may be required to attend extra days of detention due to missed sessions for the purpose of attending tutorials. Unexcused absences from detention will result in the student being required to serve the day missed and one additional day.**

**Disciplinary infractions after STEP TEN will result in a long-term DAEP placement. (At least 30 days)**

### **PHYSICAL FIGHTS ON CAMPUS AND AT SCHOOL-RELATED EVENTS**

Note that the local authorities may be notified when there is a fight on campus or at any school-related event both on and off campus. Citations may be issued by the authorities. The student and his/her parent or guardian are responsible for any expenses or fines resulting from such citations. □