

# George Gervin Academy



Student/ Parent  
Handbook  
2012-2013

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## **Mission**

George Gervin Academy provides innovative pathways that motivate today's students to become tomorrow's leaders.

### **Security and Service with a Smile**

Ensuring student and staff safety doesn't mean courtesy is compromised. We are committed to:

- Making you feel welcome instantly, starting with large, friendly signs so that you can easily find your way to the main office of schools and departments.
- Acknowledging your presence immediately and greeting you warmly.
- Politely explaining the reasoning behind security measures such as sign-in sheets and visitor badges so that you feel like part of the security solution.

### **Caring Communications**

We are also pleased you contacted us that we will:

- Answer the phone within three rings, and identify our organization and ourselves.
- Listen carefully.
- Be professional.
- Let us know if we are unable to provide the information you seek at the time of your call or e-mail but promise to get to you as soon as possible. And do it!
- Not transfer your call unless absolutely certain that the person or department can assist you.
- Return phone calls and respond to e-mails and faxes promptly.
- Update information on our web site in a timely manner.

### **A Spirit of Teamwork**

Our goal to be the best school we can be could not be possible without you, and as such we:

- Welcome all comments- from compliments to complaints- and will use them to improve our quality.
- Keep you apprised of our performance standards and progress.
- Let you know how you can help us in our improvement process.
- Never forget we exist to be of service to you.

### **The Campus Community**

Schools must not only be safe, but inviting as well; our environments inspiring assurance that:

- Students are well educated, secure and their right to privacy protected.
- Parents feel welcome.
- Everyone care about the students and that educators are accessible to parents.
- The school is an asset to the community.

**George Gervin Academy**  
**Parent – Student Handbook**  
**2012-2013 School Year**  
**Section I: Academics**

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**ACADEMIC MONITORING**

**Grading Guidelines**

In Early Childhood Education and Kindergarten, achievement is reported to parents as:

- S = Satisfactory
- P = Progressing
- R = Needs Reinforcement

In grades 1<sup>st</sup> thru 12<sup>th</sup>, achievement is reported to parents as;

- 90-100 = A
- 80-89 = B
- 75-79 = C
- 70-74 = D
- Below 70 = F

Elementary grades 1-5, PE/ Health and fine Arts grades are reported using:

- E = 95(Excellent)
- S = 85(Satisfactory)
- N = 75(Needs Improvement)
- U = 65(Unsatisfactory)

**Grade Reporting and Progress Reports**

Report cards are distributed after the end of each six weeks grading period to inform parents of the student's academic status. State law provides that a test or course grade issued by a teacher cannot be changed unless the Superintendent determines that the grade was arbitrary, contains an error, or the teacher did not follow the District's grading policy. The Superintendent's decision may not be appealed. Teachers notify the parent if a student is failing or is in danger of failing by sending home a progress report at the end of the third week of each grading period. Progress reports may also be issued any time a student's progress becomes unsatisfactory.

**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, the recommendation of the student's teacher, the score received on any criterion-referenced or state mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade level standards. In addition, students at certain grade levels will be required to pass the Texas Assessment of Knowledge and Skills (TAKS)/ STAAR as a further requirement for promotion:

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

Parents of a student, in grades 3-8, who does not perform satisfactorily on his or her exams, will be notified that their child will participate in special instructional programs designed to improve performance. The students may be required to participate in this instruction before or after normal school hours or outside of the normal school year. A student in grades 5 or 8 will have two additional opportunities to retake an assessment. 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 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. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform grade level by the end of the next school year.

In addition, students in grade 5 and 8 must meet promotion standards established by the District in order to be promoted. A Personal Graduation Plan (PGP) will be prepared for any student in 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 instructional program for the student. For additional information, see the school counselor.

### **Honor Rolls**

Each grading period has a distinct honor roll listing. No honor roll is cumulative. Students must meet the criteria for both academic grades and Citizenship grades to earn placement on the honor rolls.

### **Conference with Teachers or Administrators**

The parent may make an appointment for a conference by contacting the school's main office or by writing a note to the teacher, counselor, or administrator. Teachers have a conference period during the day, but if the parent cannot meet at that time, it is often possible to schedule appointments before or after school.

### **CURRICULUM**

**Early Childhood Education** program is designed to promote children's knowledge and skills in all developmental area- cognitive, social/emotional, physical, and aesthetic- and to establish a foundation for lifelong learning through developmentally appropriate practices.

**English (Spanish) Language Arts and Reading** uses the Reading Comprehension Process and a literacy framework outlining instructional components, specified instructional strategies, a variety of required reading materials, and an assessment system. Writing instruction taught by using the writing process is provided daily with instructional expectations for modeled, guided, and independent writing.

**Mathematics** engages students in rigorous, high-quality mathematics instruction that builds new mathematical understandings through computational fluency, reasonable estimation and problem solving. Students are afforded opportunities to access manipulatives and new technologies that deepen students' intellectual capacity to apply mathematics to "real-world" situations.

**Science** teaches through inquiry-based instruction and hands-on investigations. It is taught through classroom and field investigations following safety procedures. Students use the tools of science to develop critical thinking and scientific problem solving skills.

**Social Studies** builds a foundation in history, geography; economics, government, citizenship, culture, science, technology, and society; and social studies skills.

**Physical Education** In accordance with policies EHAB, EHAC, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate to vigorous physical activity at least 30 minutes per day or 135 minutes per week as part of the school district's physical education curriculum.

The Commissioner of Education has adopted the Fitness Gram assessment instrument to be used by Texas school districts in assessing student physical fitness as required by state law. Results are reported as a school district and do not have any bearing on the school district's rating from TEA nor the individual student's academic progress. A parent may submit a written request to the child's physical education teacher to obtain the results of his or her child's physical fitness assessment conducted during the year.

**Health Instruction** in high school provides students with the health information and skills they need to become healthy adults. As a part of the district's curriculum, students receive instruction related to human sexuality. The University of Texas Health Science Center is involved with the selection of course materials for such instruction.

**English as a Second Language (ESL)** emphasizes the development of English language proficiency and literacy through the language arts curriculum.

**Fine Arts** instruction focuses on student participation in all three fine arts disciplines: art, theatre, and dance.

### **INTERVENTION CURRICULA**

The District also ensures that students not mastering the Texas Essential Knowledge and Skills (TEKS) in a standard educational setting are provided with interventions for remediation or credit accrual. Intervention curriculum is available in the following areas:

- Reading/English Language Arts
- Mathematics
- Science
- Social Studies

Parents are notified of the interventions provided for their child(ren), and documentation of services offered and provided is maintained at each campus. Student progress is monitored for placement and opportunities for earning credit are provided to meet individual student needs.

## **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention is designed as a school-wide, tiered model for identifying and providing early intervention to all students falling behind their grade-level peers in core academic subjects and behavior. RTI serves as a proactive, problem-solving pre-referral process that must be used before a student is referred for any assistance, support service or educational program. Each campus will have an RtI team that is organized with a coordinator, referring teacher, other campus personnel and the student's parent/legal guardian. All additional support will be discussed and approved through the RTI process.

## **COMPUTERS AS AN INSTRUCTIONAL TOOL**

Computers and the Internet are electronic tools to enhance student learning in all content areas. The purpose of using the Internet in our schools is to support research and education by providing access to unique resources and the opportunity to work collaboratively. Within the *Parent-Student Handbook* there is an Acceptable Use Policy for students and parents regarding the District's Internet usage rules. Disciplinary action shall be taken for all acts of misconduct listed. All student users of computers and the Internet must comply with the Acceptable Use Policy.

## **SPECIAL CURRICULUM PROGRAMS**

### **Dual Language Program**

Dual language education is a program of instruction in pre-kindergarten through 5th grades that uses the student's primary language as a tool for instruction while he/she learns English. Only students who have been identified as speaking little or no English and/or have not developed cognitive/academic language proficiency in English are offered this special program. English as a Second Language (ESL) courses are offered in Pre-K, 1<sup>st</sup>-5<sup>th</sup>, middle, and high school to identified students who speak little or no English (limited English proficient).

### **Career and Technology Programs**

Career and Technology programs may include dual credit, A+ credit recovery, state articulated credit, and additional innovative programs. Opportunities are provided that identify the relationship between skills taught in the classroom and skills required for the workforce. Activities or resources may include career fairs, classroom presentations, field trips, library resources, career literature, youth leadership, business/industry tours, and appropriate shadowing and internship experiences.

### **Gifted/Talented**

Students who qualify for the District gifted/talented education program may, depending on their strengths, needs, and interests-participate in a variety of offering in the four core academic areas.

### **Special Education**

Students who qualify may receive Special Education services. GGA Special Education program provides a continuum of instructional and related services.

### **Learning Disabilities**

Students who have a physical or mental disability which substantially limits one or more major life activities (including learning) and which requires some modifications but is not severe enough to require Special Education services may be eligible under Section 504 of the Rehabilitation Act of 1973. Examples of potential 504 handicapping conditions include dyslexia, and attention deficit disorder. This is a regular education service.

## **GUIDANCE AND COUNSELING PROGRAMS**

The GGA Guidance and Counseling Program address the academic, career, personal, and social needs of all students. The counseling program is an integral part of each school's total education program. In collaboration with teachers, administrators, and parents, the program goals are to maximize the benefits for all students.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times.

## **HIGH SCHOOL GRADUATION**

***(Students entering 9th grade beginning 2007-2008)***

**Recommended High School Program** (26 credits)

English/Language Arts – English I, II, III, IV; options for Speakers of Other Languages – 4 credits

Speech – Communication Applications - 1/2 credit

Mathematics -- Algebra I, Geometry, Algebra II, Math Models (if taken prior to Algebra II), Pre-Calculus, Calculus - 4 credits  
Science – Biology, Integrated Physics and Chemistry, Chemistry, Physics, Principles of Technology, AP Biology or IB Biology, AP Chemistry or IB Chemistry, AP Physics or IB Physics or other approved science course– 4 credits

Social Studies – World Geography, World History, U.S. History Since Reconstruction, U.S. Government (1/2 credit) – 3½ credits

Economics – ½ credit

Health – ½ credit or Health Science Technology- 1 credit

Physical Education – 1½ credits Languages other than English – 2 credits in the same language

Fine Arts – 1 credit

Technology Applications – 1 credit

Electives – State Board of Education approved courses for grades 9-12 relating to the Texas Essential Knowledge and Skills (TEKS), innovative, state-approved courses, JROTC for 1, 2, 3, or 4 credits, driver education for ½ credit- 3½ credits

26 credits

***(Students entering 9th grade beginning 2001-2002)***

**Recommended High School Program** (24 credits)

English/Language Arts – English I, II, III, IV; options for Speakers of Other Languages – 4 credits

Speech – Communication Applications - 1/2 credit

Mathematics -- Algebra I, Geometry, Algebra II - 3 credits

Science – Biology, Integrated Physics and Chemistry, Chemistry, Physics, Principles of Technology, AP Biology or IB Biology, AP Chemistry or IB Chemistry, AP Physics or IB Physics – 3 credits

Social Studies – World Geography, World History, U.S. History Since Reconstruction, U.S. Government (1/2 credit) – 3½ credits

Economics – ½ credit

Health – ½ credit or Health Science Technology- 1 credit

Physical Education – 1½ credits Languages other than English – 2 credits in the same language

Fine Arts – 1 credit

Technology Applications – 1 credit

Electives – State Board of Education approved courses for grades 9-12 relating to the Texas Essential Knowledge and Skills (TEKS), innovative, state-approved courses, JROTC for 1, 2, 3, or 4 credits, driver education for ½ credit- 3½ credits Total – 24 credits

### **Certificates of Coursework Completion**

A certificate of coursework completion will **NOT** be issued to a senior student who successfully completes state and local credit requirements but fails to perform satisfactorily on the exit-level tests.

### **Certificate of Attendance**

A student who has attended high school for four years and is a student receiving special education services, who has not met the requirements necessary to receive a diploma or completed the student's individualized education program, shall receive a certificate of attendance and will be allowed to participate in the graduation ceremony with students receiving diplomas. Contact the high school principal to receive specific information and assistance.

### **High School Grade Classification**

Students have the opportunity to earn 10 credits or more. The following credits must be earned to be eligible for classification in these grade levels for students entering fall 2007:

9th grade classification: 0-5.5 credits

10th grade classification: 6.0-13.0 credits

11th grade classification: 13.5-20 credits

12th grade classification: 20.5 plus credits

All credits must be acquired before the start of the following school year for promotion and classification. All credits must be acquired before the first day of the following school year to establish grade level classification and UIL eligibility for semester one.

### **Weighted Courses**

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of weighted grade averages for the course grade, excluding the last semester (last 18 weeks) of the senior year.

The weight system is:

International Baccalaureate Course: +12

Advanced Placement Course/Dual Credit: +10

Pre-International Baccalaureate Course: + 7

Pre-Advanced Placement Course: +5

For further information on course eligibility for course weighting see a school counselor.

### **CREDIT-BY-EXAMINATION**

Students may earn credit in grades/courses for which they have not received formal instruction by taking District-approved examinations. Credit-by-Examination is offered twice during the school year on designated dates. For promotional purposes, Credit-by-Examinations must be taken in the spring. For details about these exams students and parents may contact the school counselor.

### **Graduation**

In order for a student to be eligible for participation in graduation/commencement ceremonies the student must have met all course requirements and state accountability tests, or is eligible to receive a certificate of attendance. 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 Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **RECORD RETENTION**

Elementary and middle school records are destroyed after a 7-year retention period and high school records are permanently retained. Schools keep records for withdrawn students for 2 years before forwarding them to PEIMS and Student Data Services. Records of graduated students are kept at the high school for 6 months and then forwarded to PEIMS and Student Data Services.

### **TESTING**

#### **State Testing**

The state-mandated Texas Primary Reading Inventory (TPRI) is an early reading instrument used to identify the reading and comprehension development of students in kindergarten-grade 3. Early identification of these skills helps the teacher to provide appropriate reading instruction. The state-mandated Texas Assessment of Knowledge and Skills (TAKS)/State of Texas assessments of academic Readiness (STAAR) measures students' academic performance. Students must pass the 5th and 8th grade reading and math in order to be promoted. Those students who do not pass the grade-level test are provided accelerated instruction and are given at least three opportunities to take the TAKS/STAAR test. Grade placement committees will be formed to determine the accelerated instruction and make promotion or retention decisions for individual students.

Beginning with the 2008-09 school year, students must meet all state and district requirements including the Exit Level TAKS/STAAR test in order to participate in graduation and receive a diploma, with the exception of students who are eligible for a Certificate of Attendance.

#### **SAT, ACT, and Other Standardized Tests**

Many colleges require additional standardized tests such as the Accuplacer, American College Test (ACT), or the Scholastic Aptitude Test (SAT) for admissions. Each college determines the levels of achievement needed for admissions. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam(s) to take; these exams are usually taken at the end of the junior year.

### **TEXTBOOKS AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. The student, or the student's parent/guardian, is responsible for textbooks and technological equipment issued to the student, regardless of whether the item is lost, damaged, or stolen. The District shall allow a student who has lost, damaged, or has not paid for the item to use textbooks and technological equipment at school during each school day, but the student will not be allowed to take textbooks and equipment out of the classroom. Additionally, a district or school may withhold a student's records if a textbook, electronic textbook, or technological equipment is not returned in acceptable condition or paid for. The District shall allow a student who has lost or damaged a library book, but has not paid for the library book to use library books and any other resources within the library during the school day and/or before or after school, but the student will not be allowed to check out library books from the school library or take them out of the library.



**SCHOOL HEALTH ADVISORY COUNCIL**

The School Health Advisory Council (SHAC) assists the District with ensuring that local community values are reflected in the District's health education instruction. The SHAC is a group of individuals, representative of segments of the community, who are dedicated to creating a healthy environment in which students will succeed.

**SECTION II: ADMISSIONS, ATTENDANCE, ABSENCES,  
RELEASE FROM SCHOOL, TRANSFERS, AND WITHDRAWAL INFORMATION  
Pre-K—12<sup>th</sup> Grade**

The George Gervin Academy is a **Pre-K-12<sup>th</sup> Grade** charter school that admits students of any race, color, national and ethnic origin, and all levels of academic performances to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, service scholarships, athletics, and other school administered programs. Unlike other public schools, a charter school is populated by students who have freely chosen to attend that school. Students who choose to accept the academic program of a charter school assume also the obligations imposed by the policies of the school. GGA reserves the right not to accept students with a history of discipline and behavior problems as referenced in TEC 12.111(a) 6A.

**ADMISSION (AGE) REQUIREMENTS**

**Early Childhood/Pre-Kindergarten Only** - A child must be three or four years of age on September 1 of the current school year and must be:

1. Unable to speak and comprehend the English language;
2. Economically disadvantaged; and/or
3. Active military, including the child of a member who was hurt or killed on active duty
4. Homeless, as defined by 42 U.S. C. S. Section 11302 (McKinney-Vento Homeless Assistance Act), regardless of residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child.
5. Or has ever been in the conservatorship of the Department of Family and Protective Services following an adversary hearing held as provided by Section 262.201, Family Code.

**Kindergarten Only** - A child must be age 5 on or before September 1st.

Upon enrollment in pre-kindergarten (PK) or kindergarten, a child must attend school. Texas Education Code states that PK and kindergarten students are subject to compulsory school attendance rules.

**First Grade Only**- A child must be age 6 on or before September 1st.

**All Grades Admissions Requirements Below:**

**RESIDENCY REQUIREMENTS** Parents must submit proof of residence, such as a current home telephone bill, utility bill (e.g. a CPS, SAWS invoice), or an effective mortgage or lease contract if it includes the parent's name and the current address of his/her residence. If proof of residency in the District is not available, parents must complete the ***Student Residency Questionnaire*** to declare where the student is living. If the student is living in a shelter, in a motel, car, or campsite, the student may come under the McKinney-Vento Homeless Assistance Act.

A student who is living separate and apart from a parent, legal guardian, or other person having lawful control under a court order, or whose grandparents reside in the District and provide a substantial amount (as defined by the District's Board) of afterschool care, may apply for admission. The District is not required to admit a student who has engaged in conduct within the preceding year that resulted in removal to a Disciplinary Alternative Education Program (DAEP) or expulsion, who has engaged in delinquent conduct or conduct in need of supervision, who is on probation, or who been convicted of a criminal offense and is on probation or other conditional release. The principal shall refer these students, as needed, to the appropriate hearing officer.

**Documentation**

In addition to proof of residency, the parent will need to present the following documents/information to register a student: NOTE: Required records are 1) an official birth certificate, 2) the child's records from the school most recently attended, and 3) immunization records. Copies of the original Social Security card and birth certificate are required for the state of Texas education records.

1. **Proof of child's identity:** official birth certificate, other demographic information required includes complete name, sex, and ethnicity, date of birth, home language, and migrant information. Parents are strongly urged to present the child's Social Security card for enrollment. The child's Social Security number is important in ensuring that the correct information is received. It is an offense for a person to obtain, possess, transfer or use, with intent to harm or defraud another, the identifying information of another person without their consent or of a child younger than 18 years old.
2. **Academic information:** A copy of the child's records from the school the child most recently attended. Even if written documentation is not available at the time of registration, the parent must explain the following to school officials:

a. Information regarding special education/Section 504 disabling condition and instructional setting. b. Information regarding disciplinary placement: placement in a DAEP, disciplinary transfers, expulsion, etc. Texas Education Code Section 37.008(j) stipulates that if a student was placed in a DAEP by another school district and has not completed the term of placement, our District shall continue the placement in a DAEP in our District until the term is completed by the student. Therefore, it is necessary that parents and students wishing to enroll clearly communicate such a placement to the school upon registration. Student must complete his/her DEAP before enrolling in GGA.

### 3. Up-to-date immunization record:

a. **Students who have never before been enrolled in a school in the United States** - If the child is initially entering a public school (i.e., pre-kindergarten or kindergarten or coming from another country), immunization records are required before the student can be enrolled. [Texas Education Code Section 38.001(a)]. A student may be provisionally admitted if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.

b. **Students who are transferring from another school in the United States**- The parent must present copies of the immunization record that establishes that the student's immunizations are current. A grace period of thirty (30) calendar days may be allowed while the school awaits the transfer of written proof of the immunization which the child has been given prior to enrollment; this does NOT mean that the parent has thirty days to have the student immunized. The student may be provisionally admitted during the thirty-day grace period, or if the student has begun the required immunizations, as verified by submitted records, and continues to receive the necessary immunizations as rapidly as is medically feasible.

c. **Students who withdraw from the George Gervin Academy and reenter at a later date.** When a student withdraws voluntarily from the George Gervin Academy to attend another public school, private, or become home-schooled, the student may have the opportunity to reenter to school by updating the previous enrollment forms.

d. Information in English and Spanish is available on an easy to read chart on the Department of Health website at [www.dshs.state.tx.us/immunize/docs/school](http://www.dshs.state.tx.us/immunize/docs/school), or you may acquire this information from a campus nurse. Additionally, go to the District's website for information regarding the following: (1) the immunizations required for admissions to public school; (2) any immunizations or vaccines recommended for public school students by the Department of State Health Services; (3) health clinics in the District known to the District that offer the influenza vaccine; and (4) a link to the Department of State Health Services Internet website.

In addition, the parent is required to complete various registration forms at the school, some of which will be the *Student Registration Data card*, the *Federal Lunch Application form*, the *Home Language Survey* and the *Race & Ethnicity form*.

Should the parent not have written documentation of the above information at the time of registration, the written proof must be submitted within thirty (30) calendar days (except in 3 a. above and proof of residency which requires records upon enrollment). The student shall be enrolled by having the parent give the information verbally to school personnel or complete the Registration Questionnaire. If the documentation is not submitted within 30 days, the principal shall report to the proper authorities as required by law. It is vital that parents be aware of the importance of giving correct information and their legal obligation to do so.

**LEGAL SURNAME** A student must be identified by the student's legal surname, as it appears on the student's birth certificate or other document suitable as proof of the student's identify, or in a court order changing the student's name.

**MULTIPLE BIRTH SIBLINGS** Parents may request children who are multiple birth siblings (e.g., twins, triplets, etc) assigned to the same grade and campus, to be placed in the same or classroom or in separate classrooms. Written request must be submitted no later than the 14th day after the enrollment of your child. [See FDB (LEGAL)]

#### HOMELESS STUDENT SERVICES

Contact Homeless Liaison – Mr. Brian Pryor

#### 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.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

### **ARRIVAL AND DEPARTURE TIMES FOR STUDENTS**

Parents are responsible for ensuring that their children arrive on campus **no earlier** than 45 minutes prior to the start of the school day and depart from campus in a timely manner (generally within 30 minutes) following the students' dismissal. The school day begins and ends as follows:

Pre-K 7:45 AM to 2:45 PM

Elementary Schools 8:05 AM to 3:05 PM

Middle Schools 8:30 AM to 3:00 PM

High Schools 9:00 AM to 4:00 PM

**It is imperative for safety reasons that students do not arrive before the specified time in the morning nor remain later than the expected time of departure in the afternoon or following an after-school event. Parents and students will be held responsible for cooperating with school personnel regarding compliance with these hours.**

### **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 parents have advised the district not to release their child's information without prior written consent.

### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education. It is also the law in Texas that:

- 1. A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. Upon enrollment in pre-kindergarten or kindergarten, a child is also subject to the compulsory attendance law.** School employees must investigate and report violations of the state compulsory attendance law.
2. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade or second grade students are assigned to such a program. A student absent without permission from school; from any class; from required special programs, such as accelerated instruction; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.
3. A court of law may also impose penalties against both the student and his or her parents if a school-age student is deliberately not attending school.

### **EXEMPTIONS TO COMPULSORY ATTENDANCE**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **School Attendance Review Committee**

A student and the student's parent or guardian are given written notice prior to and upon a student's attendance in any class dropping below 90 percent of the days the class is offered. When a student's attendance drops below 90 percent of the days the class is offered, the student, parent, or representative may submit a written petition to the appropriate campus Attendance Review Committee requesting the awarding of credit. The campus Attendance Review Committee shall review the student's entire attendance record and reasons for absences and to determine whether to award credit. Petitions for credit may be filed at any time the student receives notice, but in any event no later than 30 days after the last day of classes.

### **ABSENCE PROCEDURES**

1. When a student must be absent, the student, upon returning to school, must bring documentation that describes the reason for the absence. Documentation for all excused absences must be submitted within 48 hours after the absence has occurred. Parent notes may be used to excuse a total of 8 absences for the school year. Additional absences will only be excused by a doctor's note or other acceptable

documentation approved by the principal. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

2. A student absent for any reason should promptly make up specific assignments missed. Absences made up during Saturday school, after school or credit recovery DO NOT make up the absences for the purpose of truancy court.

3. If a student has an appointment with a health care professional, the student may be counted present for the day if; the student attends class sometime during the day of the appointment, either before or after the appointment; the school sign-in/out sheet supports the appointment; **and** the student provides written documentation from the health care professional for his/her presence at the appointment. The student is responsible for completing any assignments missed.

4. A student who is tardy to class will be subject to the consequences established at the campus in accordance with the possible consequences in the *GGA Student Code of Conduct*.

5. Students and parents should be aware of specific school procedures for contacting the Front Office at each school.

6. A student absent from school may not be allowed to participate in school-related activities on that day or evening.

7. Excessive absences may result in a violation of compulsory attendance laws and the *Student Code of Conduct*. Such violations may result in the loss of course/grade credit, court action, and/or monetary fines and/or administrator's approval.

### **TARDINESS**

A student is considered tardy if:

1. A student is not in their assigned area when the class bell rings, and the teacher is unaware of the student's whereabouts;

2. An elementary/academy student departs from school earlier than the official dismissal time;

3. A student enters his/her assigned area after the class bell rings.

\*All tardies will be recorded on the student grade card. Each campus has specific tardy consequences that are communicated to the parent/legal guardian.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the permission of the principal/designee or according to the campus sign-out procedures. State law requires students to attend school each day for the entire period the program of instruction is provided.

State law allows a student to be excused from school attendance for a temporary absence for any reason acceptable to the teacher, principal, or superintendent. Additionally, students will be excused for the purpose of attending religious holy days, including travel for that purpose; temporary absences resulting from a visit to a health care professional if the student commences classes or returns to school on the same day of the appointment; and required court appearances including travel to and from the court appearance. Students being released from school for other reasons may receive an unexcused partial absence, which may be a violation of the compulsory attendance laws.

Person(s) who request a student's release MUST provide personal identification prior to the release of a student. A person picking up a student must wait in the office/clinic area for the student to be released. A student who needs to leave school during the day must bring a note from his/her parent that morning. The note should include a telephone number or other method of contact during the day for verification by school staff.

A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide if the student is so ill the parent should be contacted to pick up the child from school. It is the responsibility of the parent and the student to provide at least one emergency telephone number so that parents can be notified immediately, if necessary.

### **STUDENT TRANSFERS WITHIN THE DISTRICT**

Transfer approvals will be based on space availability, staffing ratios, or other District factors.

### **WITHDRAWAL FROM SCHOOL**

A parent wishing to withdraw a student from school should notify or call the school at least 24 hours prior to withdrawal for information on specific procedures and times for withdrawals. The principal or other administrator will verify the information when the parent arrives to provide the name of the new school, new home address, and phone number if applicable to the withdrawal. The formal withdrawal request must be signed for use as documentation that the students will continue to be enrolled in a school as required by the compulsory attendance laws.

## SECTION III: HEALTH AND MEDICAL INFORMATION

### HEALTH SERVICES AND MEDICAL TREATMENT

#### Contagious Diseases

A contagious disease is one that may be passed directly or indirectly from one person to another. The principal shall exclude from attendance any student suffering from a contagious disease, as defined by the Texas Board of Health, until one of the criteria for readmittance is fulfilled. Conditions for which children may be excluded include, but are not limited to, hepatitis A, chickenpox, pediculosis (head lice), scabies, and impetigo, ringworm of the scalp, bacterial meningitis and infectious forms of conjunctivitis (pink eye). Students excluded due to a contagious disease shall be readmitted by one or more of the following methods:

1. Written medical clearance from the student's physician;
2. Readmission permit from the local health authority (San Antonio Metropolitan Health District);
3. After the disease is no longer contagious, as established by the Texas Commissioner of Health.

#### Emergency Medical Treatment

If a student should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school must have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete the consent portion of the *Student Registration Data* form, an official registration document. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.) Please contact the school nurse to update any information. If, in the opinion of the campus administrator or school nurse, a life-threatening emergency occurs, EMS will be called.

At least one automated external defibrillator will be made available on each campus.

#### Health/Accident Insurance for Students

If a student is injured at school or at a school-related activity, the District is **not** responsible for medical expenses associated with the student's injury.

#### Immunizations

A student is required to present proof of immunizations as required by Texas State law for school attendance. Proof of immunization may be personal records from a licensed health care provider or public health clinic validated by signature or stamp.

Information in English and Spanish is available on an easy to read chart on the Department of State Health Services website at [www.dshs.state.tx.us/immunize/docs/school/6-14.pdf](http://www.dshs.state.tx.us/immunize/docs/school/6-14.pdf) or you may acquire this information from a campus nurse. Additionally, go to the District's website for information regarding the following: (1) the immunizations required for admissions to public school; (2) any immunizations or vaccines recommended for public school students by the Department of State Health Services; (3) health clinics in the District known to the District that offer the influenza vaccine; and (4) a link to the Department of State Health Services Internet website.

Required immunizations are: diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, varicella (chicken pox), Hepatitis A, Hepatitis B, Haemophilus influenza type B, pneumococcal conjugate, and meningococcal vaccine.

Exemptions from compliance are allowed for an individual by obtaining an exemption for medical reasons or reasons of conscience, including religious beliefs. To obtain a medical exemption, the student must present a statement signed by a healthcare provider licensed to practice medicine in the United States that indicates the immunization required would be harmful to the health and well being of the student or a member of the student's family or household. Unless a lifelong condition is specified, the exemption is valid for one year from the date signed by the health care provider and must be renewed every year for the exclusion to remain in effect. To obtain an exemption due to reasons of conscience, including religious beliefs, the parent or guardian must request the exemption by submitting an official Department of State Health Services affidavit form that has been notarized. Written requests for the official affidavit form must be submitted through the U.S. Postal Service, commercial carrier, fax, or by hand-delivery to:

Department of State Health Services  
Immunization Branch (MC 1946)  
1100 West 49th Street  
Austin, TX 78756.  
Fax number is (512) 458-7544. 13

The official Texas Department of State Health Services affidavit form must be notarized and submitted to school officials within 90 days from the date it is notarized. The exemption is good for two years from the date notarized. Students who had a religious exemption on file before September 1, 2003 do not need a new vaccine exemption affidavit form.

**Mandated Screenings**

The school nurse conducts vision and hearing screenings as required by the Special Senses and Communication Disorders Act for all students GGA for the first time. Additionally, the school nurse conducts vision and hearing screenings for students at all other grade levels upon referral by the parents, school staff, or upon self-referral by the student. Students who do not pass the screening tests are referred to a health care provider for further testing. It is the parent's responsibility to select a provider of their choice and to pay for the professional services.

**Medicine at School**

The parent must submit a written request when a student must take medicine during the school day, along with the medicine, in its original, properly labeled container, to the school nurse. Such written permission is required for both prescription and non-prescription medication, regardless of the length of time the medication is to be taken, Forms are available from the school nurse. Medication to be taken for more than ten days requires a doctor's signature on the form. Medications not listed by the U.S. Pharmacopoeia and approved by the FDA may not be administered at school. Also, sample medicine or medicine obtained from outside the U.S. will not be administered at school. Students are not permitted to carry any prescription or over-the-counter medicines at school or at school-related activities, with the exception of prescription asthma medicine or medicine for anaphylaxis. The prescription label must show that the medicine has been prescribed for that student, the self-administration is in compliance with the prescription or written instruction from the student's physician or other licensed health care provider, and the student's parent provides the school with a written form from the physician or other licensed health care provider. A physician's written statement must state that the student is capable of self-administration and, with respect to the medication, state the name, purpose, dosage, administration times or circumstances, and the period for which it is prescribed.

**Steroids**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense. A student participating in UIL sanctioned athletic activities may be required to participate in random testing for illegal steroid use in accordance with state law and rules. For more detailed information, contact the athletic director or coach.

## SECTION IV: PARENTAL/GUARDIAN RIGHTS AND RESPONSIBILITIES

### COMPLAINTS/CONCERNS OF PARENTS OR STUDENTS

Usually student or parent complaints or concerns can be addressed simply – by a phone call or a conference with the teacher, counselor, or other staff member. If a conference is preferred, the parent should make an appointment with the appropriate teacher or other campus staff member to discuss the concern. Each parent conference or meeting will begin with establishing ground rules. If the concern remains unresolved following the discussion with the teacher or other staff member, the parent or student shall discuss the situation with the campus principal **within fifteen (15) days of the time the student or parent knew or should have known of the event causing the concern.**

If the parent or student remains dissatisfied with the decision, he/she may request a conference with the Superintendent within **ten (10) District workdays following.** Either before or during the conference, the parent or student shall submit a written complaint to the Superintendent that explains the complaint, any evidence in its support, the solution sought, and the date of the conference with the Principal, and the signature of the person presenting the complaint.

Following the response from the Superintendent, the parent or student may appeal that decision to the Board of Trustees following the procedure outlined.

**FIRE DRILLS** Fire drills are conducted with the suggestions from the San Antonio Fire Department and in cooperation with the state organization for fire prevention. The drills are a precautionary measure for the safety of the students. Instructions are posted in each room to provide guidance. Students will leave the building in a manner prescribed for each classroom. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line. In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line. Students will be instructed at their campus as to what signals indicate a fire alarm.

**TORNADO/DISASTER DRILLS** Tornado/disaster drills are conducted at the schools for the safety of the students. Strict discipline will be enforced during these drills. During drills, students are to go to a designated area away from windows and doors. Students will be instructed in the proper position after reaching the designated area.

**LOCK DOWN DRILLS** Lock-down drills may be conducted to prepare schools for emergency situations when students and staff may be in imminent danger of serious bodily injury. Each campus has a lock-down procedure specific to that campus. This procedure is communicated to appropriate personnel at each campus.

**EMERGENCY SCHOOL CLOSINGS** When weather or another emergency makes it necessary to close schools, information on school closings will be communicated through broadcast on late night or early morning radio and television.

### PARENTAL CONSENT

GGA requires consent for certain activities. An employee of the District must obtain the written consent of a child's parent before the employee may:

1. Conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Texas Education Code Section 38.004 or state or federal law regarding requirements for special education.
2. Make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.

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

1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
2. A purpose related to a co-curricular or extracurricular activity;
3. A purpose related to regular classroom instruction;
4. Media coverage of the school.

### PARENTAL RIGHTS

1. Parents are allowed reasonable access to the school principal, or a designated administrator, with the authority to reassign a student, or to request a change in the class or teacher to which their child(ren) has/have been assigned;
2. Parents may request:
  - a. The addition of an academic class to their child's curriculum in keeping with the required curriculum (there must also be sufficient interest shown to make it economically practical to offer the class).



## **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.

**SEXUAL HARASSMENT COMPLAINTS** A parent or a student that has any concerns about possible sexual harassment (student to student complaints or employee to student complaints) should first speak with the campus principal about the situation.

### **CHILD SEXUAL ABUSE**

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

- <http://www.tea.state.tx.us/index.aspx?id=2820>
- <http://sapn.nonprofitoffice.com/>
- <http://www.taasa.org/member/materials2.php>
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)
- [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **EXTRACURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS, AND HONORARY PRIVILEGES**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation in extracurricular or school-related activities/events is an honorary privilege. The privilege to participate is granted by the school or district and participation may be denied based upon student violations of any rules, procedures, or policies of the district. Honorary privileges are granted for school activities such as, but not limited to prom, graduation ceremonies, senior trips, non-instructional field trips, etc. In addition, participation in school clubs and organizations, which are not governed by UIL, require parent permission. Many of the activities are governed by the University Interscholastic League (UIL) – a statewide association of participating districts. However, eligibility for participation in many of these activities is also governed by state law, District policies, student code of conduct, as well as UIL rules.

## FOOD SERVICES

At registration or on the first day of school, each parent must provide income information on the *Federal Lunch Program Application* form in order to determine qualifying status for the federal breakfast and lunch program. All meals and snacks provided by the District will comply with the Foods of Minimal Nutritional Value guidelines required by the Department of Agriculture and policy CO. For further information regarding the guidelines, please contact your campus principal.

## PARENTAL INVOLVEMENT/VOLUNTEERS/MENTORS

Both experience and research tells us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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, 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. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed.
- Becoming a school volunteer. School volunteers receive a volunteer handbook that outline numerous ways you can volunteer at a campus. All volunteers **must** complete a Criminal History Background Check. The volunteer forms are available through the school office.
- Participating in the campus parent organization(s).

## 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/designee will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*. Video/audio tapes are subject to release or viewing in compliance with Family and Educational Rights and Privacy Act.

## VISITORS

To maintain the safety and security of the campus for the students and staff, the District requires that **all** visitors, including parents, first report to the main office where they will be asked to sign in, declare their purpose for the visit, and obtain authorization for the visit. School officials shall prohibit and, if appropriate, remove any unauthorized person from the campus.

Visits to classrooms during instructional time are permitted **only** with approval of the principal/designee and teacher, so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Visits to other areas, such as the cafeteria during lunch, are also subject to approval by the principal/designee, and visitors are required to report to the main office to sign in and receive authorization prior to entering these areas. At the conclusion of the visit, the visitors must return to the main office and sign out.

## SECTION V: STUDENTS' RIGHTS AND RESPONSIBILITIES

### STUDENTS' RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students are expected to respect the rights and privileges of other students, teachers, and District staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the District's educational mission. Student responsibilities for maintaining a positive learning environment at school or school-related activities include:

1. Treating other students and the adults in the school with courtesy and respect.
2. Accepting responsibility for their actions and behavior and being accountable for the consequences.
3. Actively supporting and assisting the school in maintaining a campus free from drugs, alcohol, weapons, and gang activity, by:
  - A. Cooperating with staff in investigations of disciplinary cases and volunteering information within the student's knowledge relating to a serious offense;
  - B. Responsibly informing staff of conduct violations by others; and
  - C. Immediately submitting any prohibited items to staff or informing staff of location of prohibited items immediately upon discovery.
4. Attending all classes regularly and on time.
5. Being prepared for each class with appropriate materials and assignments.
6. Dressing and grooming appropriately as described in this document.
7. Paying debts in a timely manner, unless these are waived.
8. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Respecting the property of others, including District property and facilities.
10. Refraining from violations of the *Student Code of Conduct*, and obeying all campus and classroom rules, including safety rules. The District may impose campus or classroom rules in addition to those found in the *Student Code of Conduct*. These rules may be listed in the campus student handbook or posted in classrooms, and violations of such rules may or may not constitute violations of the *Student Code of Conduct*.
11. Reciting the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day is required by Texas law. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.
12. Reciting a quoted portion of the Declaration is required for students in grades 3-12 by the authority of the State Board of Education.
13. 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 require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.
14. The District will not treat a student's otherwise permissible voluntary expression of a religious viewpoint in any other manner than it treats the student's otherwise permissible expression on a secular or other viewpoint. The administration at each high school campus has information pertaining to the District's limited public forum policy governing voluntary religious expression.

### Vehicles on Campus

Student must show proof of insurance before receiving a parking permit.

Student vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to believe that the vehicle contains articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their vehicles parked on school property.

## SECTION VI: DRESS CODE

### In General

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

### School Uniforms

The Board has determined that the use of school uniforms will improve the learning environment at the District and has adopted the use of student uniforms as specified in the rules. Uniforms are defined in this policy as one or more specific kinds of articles of clothing, commonly available at a variety of retail outlets, which are required to be worn by students during normal school hours or while attending school-sponsored or school-related activities on or off school property.

Uniforms made up of khaki shorts, skirts, skorts, jumpers, and trousers (including blue pants) and white, navy blue, and maroon long- and short-sleeved blouses and shirts with collars shall be worn by all students enrolled in each GGA school.

### Uniform Specifications

- Appropriate colored pants (including Capri/cropped pants), shorts, skirts and jumpers must fit well and not be oversized or undersized. Pants and shorts must fit at the waist and must not "sag."
- Uniform pants must be straight-legged, and pockets must be the standard front pockets. No "baggies" or loose-fit pants are permitted.
- Shorts, skirts and skorts must be no shorter than three inches above the knee. For enforcement purposes, pockets on shorts, skirts, or skorts must also be standard front pockets; no "cargo" styles are permitted. Also, to be considered shorts rather than pants, the length cannot extend below the knee.
- No manufacturers' logos or brand names may be visible. If visible when purchased, they must be removed.
- No visible drawstrings on pants (including Capri/cropped pants), shorts, or skorts.  
All clothing must be hemmed. No cut-offs or rolled-up cuffs. Cuffs must be tailored and tacked/sewn at the seams. Shirts must fit well and not be oversized or undersized. Shirts must have collars, and may be polo-style or dress-style.
- All shirts must be tucked in, except for those with a wide (approximately three-inch) band at the bottom that are meant to be worn out.

### DRESS CODE

- Skirts, dresses, jumpers, shorts and skorts must be no shorter than three inches above the knee.
- Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials is specifically prohibited, as are thongs, beach sandals or other open-toed shoes that do not have straps to secure them.
- Unconventional colors or hairstyles (e.g., Mohawks, spiked hair or designs) causing distractions are not permitted. *Additionally, should a campus wish it may, through its campus handbook, and with the consent of the Superintendent, adopt hair length restrictions.*
- Headwear shall not be worn in buildings. For enforcement purposes, headwear worn as legitimate religious attire may be considered as an exception following a conference with the principal.
- Any clothes that are suggestive or indecent or which cause distraction are prohibited. Specifically, tank tops, muscle shirts, halter-tops, spaghetti straps, exposed backs or midriffs, and see-through garments without a shell or shirt worn under the garments are prohibited.
- Indecent/inappropriate patches, writings, or drawings on clothing or body are prohibited. Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene or inflammatory (e.g., alcoholic beverages, sex, tobacco, drugs, gangs, etc.) are also prohibited.
- Oversized clothing shall not be worn to school. Specifically, "bagging" or "sagging" pants are prohibited. All pants are to be worn at the waist. Tight-fitting pants (e.g., tights, bicycle pants, Spandex) are also prohibited. Extra-long belts are prohibited. Belts must be put through the belt loops on the pants.
- All shirts, including any type of jersey, must be tucked in at all times. Sweatshirts, sweaters, shirts or blouses designed to be worn out are the only exceptions.
- Dangling key rings and chains will not be permitted. This includes chains attached to wallets, footwear and backpacks.
- Visible body piercing jewelry is prohibited, except for ear piercing. *However, individual campuses may prohibit ear piercing if they chose to in their campus handbooks.*
- No gang-related attire will be permitted. This will be designated by individual campuses. *For enforcement purposes, gang-related attire may be identified by specific colors. Principals shall work with SAPD to identify gang-related attire and shall communicate to students and parents what attire is considered gang-related in the school and community to prevent these violations.*

### **Extracurricular Activities**

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

### **Dress for Special Occasion Days**

The principal has the authority to allow all or part of the student body to vary from the uniform and establish a particular mode of attire for special occasion days or for particular school-sponsored or school-related activities.

### **Uniform Options for Outerwear**

Cold classroom and cold weather clothing must support the GGA uniform policy by:

1. Providing the necessary warmth;
2. Maintaining visibility of the required uniform components;
3. Allowing student's flexibility to add or remove an extra article of clothing (layering);
4. Complementing the required uniform components and being neat and clean;
5. Being the correct size (not oversized);
6. Complying with specific school guidelines addressing gang-related attire as determined by the principal;
7. Being appropriate to wear in a classroom for an entire school day;
8. Allowing flexibility for extreme weather conditions;
9. Maintaining school safety – long coats extending below mid-thigh, including but not limited to trench coats, shall not be permitted.
10. Absolutely no blankets allowed.

### **Exemptions**

A parent or guardian who requests that a child be exempted from the uniform requirement must submit a written statement that explains a religious or philosophical objection to the uniform requirement. Each campus shall provide forms for this purpose. Campus personnel shall not discriminate against any student who has been exempted from the mandatory use of uniforms because of religious or philosophical objections.

### **Dress Code Violations**

If the principal determines that a student's grooming or clothing violates the dress code, the student shall be given an opportunity to correct the problem at school if the occurrence is the first or second offense during the school year. If not corrected, or if the violation is a third offense within the school year, the student shall be assigned appropriate discipline consequences as determined by the principal. Repeated dress code offenses may result in more serious disciplinary action, and may constitute a Level I or Level II offense. Appropriate discipline procedures shall be followed in all cases.

### **VALUABLE/ PERSONAL ITEMS**

Students are responsible for their own personal belongings while on campus or at a school-related or school-sponsored event. Students are discouraged from bringing or wearing valuable items such as jewelry/watches, cameras, cell phones, iPods, MP3 players, other electronic devices, expensive jackets or clothing, etc. GGA is **not** responsible for personal items that are lost, damaged, or stolen.

## SECTION VII: STUDENT CODE OF CONDUCT

To promote and maintain a safe environment for students and adults, and to provide an appropriate environment for the educational process, George Gervin Academy has adopted this GGA Student Code of Conduct. The District recognizes that the foundation of an orderly and positive environment is a climate of mutual respect for the rights of all persons. To that end, all members of the learning community – students, parents, and District employees – are expected to treat all persons with the respect, dignity, good manners and civility demanded of a civilized nation.

### A – JURISDICTION AND AUTHORITY

**JURISDICTION/AUTHORITY** This Code of Conduct applies to all students in the George Gervin Academy, regardless of age or grade level, and regardless of whether a student commits an offense on his/her home campus, on another GGA campus, or away from any GGA campus while at a school-related function. The District has jurisdiction over its students, for discipline purposes, during the regular school day, during lunch (whether on or off school campus), and while students are going to and from school (regardless of mode of transportation). The District's authority includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District also has jurisdiction if a student remains on campus to participate in an after-school program, even if GGA is not responsible for the operation of that program (e.g., Challenge program, YMCA, etc.). In addition, the District has jurisdiction over a student when retaliation against a school employee or volunteer occurs or is threatened, either on or off school property, or when a student commits a felony as provided by Texas Education Code Section 37.006 or 37.0081, or when criminal mischief is committed on or off school property or at a school-related event or when a student is required to register as a sex offender, or for certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line, or for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas. Students shall comply with the GGA Student Code of Conduct at all times while they are under the jurisdiction of the School District. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. The district has the right to revoke the transfer of a nonresident student for violating the district's Code of Conduct.

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 of Conduct and the student handbook, the Code of Conduct 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.

## **B – INAPPROPRIATE BEHAVIOR**

### **LEGAL REQUIREMENTS**

When a student commits an offense, the student is subject to disciplinary action by school officials. Texas law requires schools to report certain administrative actions taken against students for violations of the Student Code of Conduct. The code numbers for the offenses correspond to offense code numbers that school personnel submit to the Texas Education Agency for this purpose (please note that some codes are intentionally not used).

In addition, the student may also be subject to arrest and criminal prosecution for certain offenses. When administration determines that a student may have committed a criminal offense, the school official shall notify law enforcement officers because Texas law requires schools to refer students to other governmental agencies and law enforcement officials when they commit certain offenses.

### **TEACHER REPORTS AND PARENT NOTIFICATION**

When a teacher believes that a student has committed a violation of this Student Code of Conduct, the teacher is required by Texas law to submit a written description of the student's actions to the principal/administrator. The principal/administrator is then required to provide the parent with a copy of this written description. The report is an allegation that the student may have committed one or more of the following specific offenses, and it forms the basis for the administrator's investigation, which may lead to disciplinary action against the student.

### **TRANSPORTATION RULES**

Students are to follow these general rules when they are on school buses or other public transportation (e.g., VIA buses) which may carry students to and from school:

1. Follow the driver's instructions at all times.
2. Do not engage in any conduct that may distract or harm the driver, or otherwise cause the driver to be unable to operate the vehicle safely.
3. Board and leave the bus in an orderly manner at the designated bus stop.
4. Remain seated when the bus is in motion. Utilize seat belts if they are available on the bus.
5. Keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
6. Keep the vehicle clean; do not deface or vandalize the bus and/or its equipment.
7. Maintain safety near windows: do not extend head, hand, arm, or leg out of the window nor hold any object out of the window.
8. Do not throw any objects within the bus or out of the bus.
9. Upon leaving the bus, use caution before crossing streets.
10. Comply with all other behavior expectations in the *GGA Student Code of Conduct* and GGA Transportation Manual.
11. Students not wearing the appropriate school uniform will not be provided transportation.

### **Bus Behavior Violations**

Violations may result in the withdrawal or restriction of bus privileges or other disciplinary consequences as listed in this *GGA Student Code of Conduct*. Note: A change in transportation services for a student with a disability for whom transportation is a related service requires ARD committee action; a change in transportation services for Section 504 students requires Section 504 committee action. For further information, contact the District's Transportation Department at (210) 568-8800.

### **LEVEL I – Serious Offenses**

The following offenses are prohibited on District property, at school, or at school-related activities, including on buses or other public transportation that carry students to or from school or activities, and may be punishable by out-of-school suspension, in-school suspension, detention, Saturday school, assignment of duties other than class tasks, withdrawal of extracurricular or honorary privileges, or any other discipline management techniques listed in Section C of this Code, as determined by the campus principal. Students who commit serious offenses will be assessed discipline penalties commensurate with the offense. In some cases, the offenses in this section may also meet the definition of conduct which warrants more severe discipline or expulsion. If this occurs, the offense in question is elevated to a Level III or IV offense.

### **CODE OFFENSE**

21. AA

Cheating or copying work of another student.

21. AB

Throwing objects that can cause bodily injury or damage property.

21. AC

Possessing or using skateboards, inline skates, or similar items.

21. AD

Without permission, leaving classes during instructional time, leaving school grounds during the academic day, or leaving a school-sponsored event in which the student is a participant (first offense).

21. AE

Participating in gambling or games of chance which are not authorized by campus administration.

21. AF

Engaging in minor sexual acts/contact (including, but not limited to, kissing and/or necking).

21. AG

Using a communication device or other electronic devices, such as an iPod, stereo headsets, MP3 players, CD players, or video cameras during school hours; however, cellular/digital telephones, two-way radios, or other such communication devices may be possessed by students at the discretion of the principal as long as the device is not displayed or used during school hours.

21. AH

Possessing or using matches or a lighter.

21. AI

Possessing Mace or pepper spray.

21. AJ

Violating dress and grooming code standards.

21. AK

Loitering or trespassing on school grounds. Students should be on campus for an educationally-related purpose, such as tutorials or extracurricular activities. Students who are waiting for a ride home shall not be considered to be loitering.

21. AL

Possessing, using or exhibiting school supplies (i.e., pencils, pens, scissors) or any other item in a manner that threatens to inflict or actually inflicts bodily harm to another person, as long as the offense does not meet the definition of a Level II offense or assault causing bodily injury (Level III)

21. AM

Engaging in conduct that constitutes a disruption of classes or lawful assemblies, activities, or transportation.

21. AN

Engaging in any other conduct that disrupts the school environment or educational process or poses a threat to the safety or orderly operation of the school or event but that the principal/designee determines is a serious offense.



## **LEVEL II – Major Offenses**

The following actions are so objectionable that they are termed "major offenses." These offenses are prohibited on District property, at school or at school-related activities, including on buses or other public transportation that carry students to or from school or activities, and are punishable by out-of-school suspension, in-school suspension, detention, Saturday school, assignment of duties other than class tasks, withdrawal of extracurricular or honorary privileges, or any other discipline management techniques listed in Section C of this Code, as determined by the campus principal. These offenses are considered to be more offensive than Level I – Serious Offenses. Thus, in most cases, the offenses listed in this section will warrant greater consequences than those listed in the Level I – Serious Offenses section. (Example: major offenses should warrant a greater number of days spent in in-school suspension than serious offenses). In some cases, the offenses listed in this section may also meet the definition of conduct that warrants DAEP placement (Level III) or expulsion (Level IV). If this occurs, the offense in question is elevated to a Level III or IV offense, and the campus administration may consider DAEP placement or expulsion, as warranted.

### **CODE OFFENSE**

#### **21. BA**

Intentionally and knowingly making false accusations against teachers, other school employees, volunteers, or other students.

#### **21. BB**

Engaging in inappropriate, unwelcome verbal, physical or sexual conduct that is disruptive or offensive to another student, District employees or volunteers, or the school environment.

#### **21. BC**

Possessing a laser pointer when not authorized by a teacher for school use (in some cases the use of a laser pointer may be classified as an assault and may cause bodily injury – Level III).

#### **21. BD**

Using Mace or pepper spray (in some cases, the use may be classified as an assault and may cause bodily injury – Level III).

#### **21. BE**

Stealing from students, staff, campus visitors, or school (i.e., theft that does not constitute a felony according to the *Texas Penal Code*)

#### **21. BF**

Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

#### **21. BG**

Engaging in verbal abuse, e.g. name-calling, making racial or ethnic slurs, derogatory statements, or oral statements which are abusive or confrontational.

#### **21. BH**

Insubordination. [See Glossary]

#### **21. BI**

Directing disrespect or directing profanity, vulgar language, or obscene gestures toward another person or persons, including teachers and other school employees.

#### **41. BJ**

Fighting, mutual combat, committing physical abuse, or threatening physical abuse (i.e., conduct that does not meet the definition of assault in Texas Penal Code §22.01(a)(1)). 21.BK Hazing [See Glossary].

#### **21. BL**

Engaging in offensive conduct that constitutes sexual harassment [See Glossary] or sexual abuse, whether verbal or physical, that may include requests for sexual favors or other intimidating sexual conduct directed toward other students or District employees. This may include sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (Note: Some conduct of this nature may be so offensive that it also may be classified as a felony or other illegal offense and may, therefore, result in DAEP placement or expulsion.) 21. BM

Falsification of records, passes or other school-related documents.

21. BN Possessing, exhibiting, or distributing pornographic, offensively graphic, or obscene materials.

#### **21. BO**

Refusal to accept discipline management techniques proposed by a teacher or by administration.

#### **21. BP**

Selling or trading, on campus, any item not authorized by the principal.

#### **21. BQ**

Placing a substance in another person's food, drink and/or other possessions without that person's consent.

#### **21. BR**

Participating in gang-related activities (first offense).

#### **21. BS**

Using any electronic equipment (e.g., paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility.

#### **21. BT**

Possessing, exhibiting, or using a toy gun, cap gun, pellet gun, air-powered rifle, or any other instrument which may be perceived by another person as a firearm but does not meet the Texas Penal code definition of a firearm.

21. BU

Violating any rule set forth on in this Code of Conduct pertaining to computers and the Internet.

21. BV

Possessing or using unloaded firearm accessories or parts (such as a gun barrel or a gun clip).

21. BW

Possessing, exhibiting, or using martial arts objects, small pocket knives, razor blades, or other objects that can be used as a weapon to the extent that these objects are not within the definitions of illegal knives or prohibited weapons under the Texas Penal Code.

21. BX

Possessing, exhibiting, or using a prescription drug (that is not a controlled substance or dangerous drug) that does not belong to the person using, exhibiting, or possessing it.

21. BY

Pulling a fire alarm, as a prank, in a building owned or operated by GGA, when there is no smoke, fire, or danger that requires evacuation.

21. BZ

Possessing or using fireworks (e.g., smoke bomb, cherry bomb, poppers, etc.), combustibles or other incendiary devices to the extent that these objects are not within the definition of prohibited weapons under the Texas Penal Code.

21. CA

Repeatedly violating other communicated campus or classroom standards of behavior (including repeated violations of the dress code).

21. CB

Selling, attempting to sell, or receiving look-a-like drugs or items attempted to be passed off as drugs or contraband.

33. CC

Possessing, smoking, or using tobacco products or paraphernalia; possessing drug paraphernalia.

21. CD

Engaging in conduct that damages or tampers with the property of another that does not otherwise constitute misdemeanor criminal mischief (vandalism) or graffiti [See Glossary]

21. CE

Repeatedly violating any Level I offense(s) to the extent that the principal/designee considers the actions to constitute a major offense.

21. CF

Engaging in any other conduct that disrupts the school environment or educational process or poses a threat to the safety or orderly operation of the school or District-related event.

42. CG

Failing to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094 the parent commits an offense and has been issued a warning as required by Section 25.095(a),

43. CH

Failing to attend school on three or more days or parts of days within a four-week period within the same school year with unexcused absences, the individual commits an offense under Section 25.085.

44. CI

Failing to attend school on 10 or more days or parts of days within a six-month period with unexcused absences, the individual commits an offense under Section 25.085.

45. CJ

Failing to attend school unless specifically exempted by Section 25.086, for a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached the child's 18th birthday.

49. CK

Committing deadly conduct as defined by Section 22.05, Penal Code, when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, or a person commits an offense if he/she knowingly discharges a firearm at or in the direction of: (1) one or more individuals; or (2) a habitation, building or vehicle and is reckless as to whether the habitation, building or vehicle is occupied. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded. For purposes of this section, "building," "habitation," and "vehicle" have the meanings assigned those terms by Section 30.01, Penal Code. An offense under Subsection (a) is a Class A misdemeanor. An offense under Subsection (b) is a felony of the third degree.

21. CL

Engaging in written or verbal expression or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student and is regarded as bullying.

21. CM

Creation of a hit list, that is, a list of people targeted to be harmed, using a firearm, as defined by Section 46.01 (3), Penal Code; a knife, as defined by Sections 46.01 (7), Penal Code; or any other object to be used with intent to cause bodily harm.

### **LEVEL III – Offenses that result in expulsion**

#### **CODE OFFENSE**

27. DA

Engages in conduct that contains the elements of assault by contact against a school district employee or volunteer where there is no bodily injury or harm.

28. DB

Assault against someone other than a school district employee or volunteer where there is no bodily injury or harm.

35. DC

Engages in conduct involving a public school that contains the elements of the offense of false alarm or report (including a bomb threat) or a terroristic threat [See Glossary], without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related event.

26. DD

Engages in conduct involving a public school that contains the elements of the offense of terroristic threat [See Glossary], without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related event.

28. DF

Engages in conduct that contains elements of assault (see Glossary) under Texas Penal Code 22.01(a)(1)

04. DG

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.")

05. DH

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;

06. DI

Engages in conduct that contains the elements of an offense relating to abusable glue or paint or relating to volatile chemicals;

07. DJ

Engages in conduct that contains the elements of the offense of public lewdness [see Glossary] or indecent exposure;

02. DK

Engages in conduct that is punishable as a felony. Felony conduct may include, but not be limited to, criminal mischief and/or graffiti and/or coercing, soliciting or inducing gang membership [See Glossary]; or

08. DL

Except when punishable as a Level IV offense, intentionally, knowingly, or recklessly harming or threatening to harm a school employee by an unlawful act in retaliation for or on account of the service or status of the employee as a public servant, witness, prospective witness, informant, or person who has reported or who the student knows intends to report the occurrence of the crime.

\_\_\_\_\_ Engages in expellable conduct and is between six and nine years of age.

#### **CODE OFFENSE**

09. DM

The student receives deferred prosecution for conduct punishable as a felony listed under Title 5 of the Texas Penal Code [See Glossary];

09. DN

A court or jury finds that the student has engaged in delinquent conduct for conduct punishable as a felony offense under Title 5 of the Texas Penal Code; or

09. DO

The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct punishable as a felony offense under Title 5 of the Texas Penal Code.

#### **CODE OFFENSE**

50. DP

Possessing a knife, including a lock blade knife, with a blade length up to and including 5 ½" – This does not include knives that are classified as prohibited weapons or illegal knives [see Glossary for explanation of knives].

01. DQ

Has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

01. DR

Engages in behavior that the principal or designee determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

34. DS

Following a previously documented offense (Level II), engages in gang activity, including participation as a member or pledge or soliciting another person to become a pledge or member of a gang. [In some cases it may be punishable as a felony offense – See Glossary]

21. DT

Following a previously documented offense (Level II), engages 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, or secret society.

21. DU

Engages in conduct constituting misdemeanor criminal mischief (vandalism), graffiti not classified as a felony [See Glossary], or otherwise engages in conduct that damages or tampers with the property of another causing substantial inconvenience or pecuniary loss up to and including \$1,499.99.

21. DV

Engages in unruly, disruptive, disrespectful, or abusive conduct

- a. at any location on District property (e.g., the cafeteria, auditorium, parking lots);
- b. at a District-related activity or event; or
- c. affecting any location or activity/event on District property, that substantially interferes with the orderly operation of the campus or District-related activity or event, or with the transportation of students on a vehicle owned or operated by the District.

21. DW

Possessing, exhibiting, or using any other instrument which may be perceived by another person as a weapon but does not meet the Texas Penal code definition of a weapon, such as stun guns, laser guns, taser, tranquilizer guns, razors, etc.

#### **CODE OFFENSE**

10. GA

A reasonable belief that the student has engaged in conduct defined as a felony offense other than those offenses defined in Title 5 of the Texas Penal Code; **and** the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

21. GB

The student engages in any activity on the way to or from school, or while truant or has left campus without authorization that would ordinarily be grounds for DAEP placement or expulsion if the activity had occurred on campus.

51. GC

Used, exhibited or possession of a firearm specified in TEC §37.007(a)(1)(A) off-campus but within 300 feet of school property as specified in TEC §37.007 (b)(3).

52. GD

Used, exhibited, or possession of an illegal knife, club, or prohibited weapon specified in TEC §37.007(a)(1)(B-D) off campus but within 300 feet of school property as specified in TEC §37.007 (b)(3).

53. GE

Engaged in conduct that contains the elements of the offences specified in TEC §37.007 (a)(2)(A-H) occurring off-campus but with 300 feet of school property. This includes criminal conduct specified in §37.007 (b)(3) of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempted murder or capital murder, indecency with a child, aggravated kidnapping, aggravated robbery, manslaughter, or criminally negligent homicide.

54. GF

Engages in conduct punishable as a felony as specified by §37.006(a)(2)(C) or (D) of selling, giving, or delivering to another person, or the possession, or use or being under the influence of: marijuana, a controlled substance, a dangerous drug, or alcoholic beverage; or committing a serious offence while under the influence of alcohol, off-campus but within 300 feet of school property.

#### **CODE OFFENSE**

29. EA

Engages in conduct containing the elements of aggravated assault under the Texas Penal Code against a school district employee or volunteer. [TEC37.007(d)]

30. EB

Engages in conduct containing the elements of aggravated assault against someone other than a school district employee or volunteer. [TEC37.007(a)(2)(A)]

31. EC Engages in conduct containing the elements of sexual assault or aggravated sexual assault against a school district employee or volunteer. [TEC37.007(d)]

32. ED Engages in conduct containing the elements of sexual assault or aggravated sexual assault against someone other than a school district employee or volunteer. [TEC37.007(a)(2)(A)]

11. EE

Uses, exhibits, or possesses a firearm under the Texas Penal Code; Note: A firearm lawfully stored in a vehicle still requires expulsion under Section 37.007 (a) (1) (A), depending on the type of weapon. A student is in possession of a firearm on school property if the firearm is brought to school in the student's vehicle and parked on school property. (Texas law provides an exception from mandatory expulsion for a

student's use, exhibition, or possession of a firearm at an approved off-campus target range facility while participating in or preparing for certain shooting sports, competitions, or activities sponsored by the district or affiliated with the Texas Parks and Wildlife Department. There is no exception for similar use or possession of a firearm on school property.)

12. EF

Uses, exhibits, or possesses an illegal knife, such as a knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown (including martial arts throwing star); dagger, including, but not limited to, a dirk, stiletto, and poniard; Bowie knife; sword; or spear [See Glossary];

13. EG

Uses, exhibits, or possesses a club [See Glossary];

14. EH

Uses, exhibits, or possesses a prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun. A switchblade knife is also included in this category [See Glossary];

16. EI

Engages in conduct containing the elements of arson under the Texas Penal Code to include intentionally starting a fire or causing an explosion and in so doing:

(1) recklessly damaging or destroying a building belonging to another; or

(2) recklessly causing another person to suffer bodily injury or death; 17.EJ Engages in conduct containing the elements of murder, capital murder, or criminal attempt to commit murder under the Texas Penal Code;

18. EK

Engages in conduct containing the elements of indecency with a child under the Texas Penal Code;

19. EL

Engages in conduct containing the elements of aggravated kidnapping under the Texas Penal Code; or

36. EM

Engages in conduct related to a controlled substance/drug offense violation if the conduct is punishable as a felony.

37. EN

Engages in conduct related to an alcohol violation if the conduct is punishable as a felony.

11. EP

Brings a firearm to school, as defined by federal law [See Glossary].

46. EQ

Engages in conduct containing the elements of aggravated robbery under the Texas Penal Code.

47. ER

Engages in conduct containing the elements of manslaughter under the Texas Penal Code.

48. ES

Engages in conduct containing the elements of criminally negligent homicide under the Texas Penal Code.

\_\_\_\_\_ engages in conduct containing the elements of continuous sexual abuse of a young child or children under the Texas Penal Code.

08. EO

Retaliates against a school employee or volunteer, combined with one of the above-listed offenses, on or off school property or while attending a school-related or school sponsored activity on or off of school property.

## CODE OFFENSE

04. ET

Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of any amount of:

a. Marijuana or a controlled substance;

b. A dangerous drug;

05. EU

Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of any amount of an alcoholic beverage;

06. EV

Engages in conduct that contains the elements of an offense relating to abusable glue or paint or relating to volatile chemicals.

20. EW

While placed in a DAEP for disciplinary reasons, continues to engage in serious or persistent misbehavior that violates this GGA Student Code of Conduct. **A student who continues to commit offenses that are listed in Levels I, II, or III in this Code of Conduct while in the DAEP may therefore be recommended for expulsion under this paragraph;**

22. EX

Engages in conduct that constitutes criminal mischief (vandalism), if such conduct is punishable as a felony (i.e., if the cost of the damage in question is \$1,500 or more); or

27. EY Engages in conduct that contains the elements of assault (intentionally, knowingly, or recklessly causing bodily injury to another) against a District employee or volunteer.

27. EZ

Engages in conduct that contains the elements of assault (intentionally, knowingly, or recklessly causing bodily injury to another) against a District employee or volunteer in retaliation for or as a result of the person's employment or association with the District, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.

26. FA

Engages in conduct involving a public school that contains the elements of the offense of false alarm or report or terroristic threat [See Glossary], without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related event.

#### **CODE OFFENSE**

23. FB

Engages in conduct so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the classmates to learn, or with the operation of school or a school-sponsored activity (placement in a DAEP) or if the student's action might cause imminent harm to persons or property (expulsion).

Appeal: a parent may appeal any decision made by the Principal.

#### **CELL PHONES / ELECTRONIC DEVICES**

The use of cell phones and other electronic devices, such as MP3 players is a violation of the ***Student Code of Conduct***. For safety purposes, the district permits students to possess cell phones while on campus; however, all cell phones must remain turned off during school hours, including during all testing.

- Any violations will be in accordance with the ***Student Code of Conduct*** and will be subject to the consequences described in the Telecommunications/Electronic Devices Procedures established for all school campuses, including fines and confiscation of the device. Parents/legal guardians will be given notice and will be allowed to retrieve devices collected throughout the school year prior to disposal of the device. If a telecommunication device is not retrieved, the District shall dispose of the device after providing notice required by law.

#### **TELECOMMUNICATIONS/ELECTRONIC DEVICES PROCEDURES**

- 1st Offense – Documented verbal warning and reminder given to student that electronic devices may be confiscated and fines assessed for the return of the device in accordance with the Telecommunications / Electronic Devices Procedures.
- 2nd Offense – Electronic device confiscated and returned to parent/legal guardian at end of the school day. Parent/guardian signature and date required for receipt of device and parents will receive an additional copy of the Telecommunications/Electronic Devices Procedures.
- 3rd Offense – Device confiscated and \$15 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.
- 4th and subsequent offenses – Device confiscated and \$20 fine assessed for return of the item. Parents/legal guardians may pick up the device at the end of the day after the fine has been collected.

#### **Additional Considerations**

- Adult students over the age of 18 years may retrieve personal electronic devices in lieu of parent/guardian after paying the required fee at the end of the school day as appropriate.
- Administrators/campus staff is not responsible for lost or stolen items.
- When paying fine, exact cash is required.
- Hours to pick-up phones/electronic devices are 8:00 a.m. to 4:05 p.m. Monday through Friday.
- Fees collected will be deposited in campus student activity funds.

**INAPPROPRIATE USE OF TECHNOLOGY**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. (Sexting)

Students are also prohibited from using the name or persona of another person to create a web page on or to post one or more messages on a commercial networking site without obtaining the other person's consent AND with the intent to harm, defraud, intimidate, or threaten any person. Any person violating these rules will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. (Online Harassment)

**STUDENT ACCEPTABLE USE POLICY (AUP)  
FOR THE ELECTRONIC COMMUNICATION SYSTEM**

The George Gervin ISD has established a District-wide electronic communications system to facilitate the educational process. Along with this resource are associated responsibilities. Though all training in the use of the District's telecommunications network emphasizes the ethical use of this resource, it is possible that your child may come across some materials you might find unacceptable. While the District takes reasonable steps to prevent access to such material through electronic filtering and classroom management, it is not possible for the District to guarantee that it can completely prevent such access. The rules below are for appropriate use and are expected to be followed at all times while accessing the District's electronic communications system. Students are expected to:

**Safety of Self and Others**

- Report to their teachers or other school personnel any message received that is inappropriate or makes them uncomfortable;
- Not reveal personal information about themselves or others;
- Not agree to meet with someone they met online without parental knowledge and participation;
- Not use the system to threaten others;
- Use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language);
- Not transmit or send obscene pictures or messages; or
- Not participate in cyber-bullying.

**Access and Uses**

- Not send messages under a false identity;
- Not access e-mail, files, and/or other documents of other users without permission;
- Not access websites that contain inappropriate or illegal material, including those that contain content that is pornographic or sexual in nature, from any computer or other technological device on school property;
- Not use the internet for financial gain, political or commercial activity; or
- Not use the system for purchasing products or services.

**Copyright Laws**

- Will comply and be aware of all copyright laws and follow the copyright laws.

**Illegal Activities**

- Not use the system for illegal purposes or any other activity prohibited by District policy.

**System Security**

- Not attempt to harm equipment, materials, or data;
- Not knowingly infect a computer or network with a virus;
- Not knowingly disrupt the network;
- Not provide passwords to other users; and
- Always report any violations of the GGA Acceptable Use Guidelines to a teacher or administrator.

**Respect for System Limitations**

- Not download large files unless absolutely necessary.



## C – CONSEQUENCES OF INAPPROPRIATE CONDUCT

### DISCIPLINE MANAGEMENT TECHNIQUES

Discipline management techniques are always available when assessing penalties for violations of the George Gervin Academy Student Code of Conduct, regardless of the offense, except as otherwise required by law. Discipline management techniques may include:

1. Seating changes in the classroom.
2. Reassignment to another classroom.
3. Counseling by teachers, counselors, special services, or administrative personnel.
4. Parent-teacher conferences.
5. Cooling-off or time-out.
6. Behavioral contracts.
7. Participation in peer conflict resolution proceedings.
8. Assigned school duties other than class tasks.
9. Verbal correction.
10. Withdrawal of privileges, including, but not limited to, participation in extracurricular activities and eligibility for seeking or holding honorary positions.
11. Sending the student to the office or other assigned areas.
12. Detention.
13. School-defined and -imposed probation.
14. Withdrawal of rewards and incentives.
15. Demerits.
16. Referral to outside agency or authority, including school-community programs.
17. Confiscation of items that disrupt the educational process.
18. Fines (for cell phone/electronic device violations only).
19. Grade reductions as permitted by Board Policies EIA (LOCAL) and FO (LOCAL).
20. Withdrawing or restricting bus privileges.
21. On-campus intervention (OCI).
22. In-school suspension.
23. Suspension (out-of-school).
24. Disciplinary transfer to another campus, to be determined by the Superintendent's designee.
25. Removal to a Discipline Alternative Education Program.
26. Expulsion.
27. Age appropriate techniques to address conduct involving bullying, harassment, or making hit lists.

### STUDENTS WITH DISABILITIES

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

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, or expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### PHYSICAL RESTRAINT

Any District employee may, within the scope of the employee's duties, use and apply appropriate physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Prevent a student from fleeing when fleeing would put the student or others in danger.
4. Protect property from serious damage.
5. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures. (However, an employee is not allowed to use physical restraint as a disciplinary measure; corporal punishment is prohibited)
6. Restrain an irrational student.

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

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

1. Discipline shall be administered when necessary to improve student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline and the length of removal or expulsion shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. Seriousness of the offense;
  - b. Self defense;
  - c. Student's age;
  - d. Grade level;
  - e. Student's disciplinary history;
  - f. Student's conduct;
  - g. Intent or lack of intent at the time the student engaged in the conduct;
  - h. Student's attitude;
  - i. Potential effect of the misconduct on the school environment;
  - j. Statutory requirements;
  - k. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
3. Each disabled student's Individual Education Plan (IEP)/ Individual Accommodation Plan (IAP) shall address the student's specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student.
4. A student enrolled in a special education program under Subchapter A, Chapter 29, Texas Education Code, may not be disciplined for conduct involving bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. Generally, academic sanctions shall not be used as discipline. However, when the disciplinary infraction is academically related, such as cheating or plagiarism, academic sanctions determined by the teacher may be imposed.

## **DETENTION**

For infractions of the Student Code of Conduct or other policies and regulations, teachers may detain students after school hours. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used, notice shall first be given to the student's parent or legal guardian to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. Except in the case of a student who is 18 or older living apart from parents and emancipated minors, the detention shall not begin until the parent has been notified. The student's parent or guardian, if the student is a minor, may be required to provide transportation when the student has been assigned to detention.

## **IN-SCHOOL SUSPENSION/ON-CAMPUS INTERVENTION**

Students may be placed in in-school suspension or on-campus intervention for engaging in any serious [Level I] or major [Level II] offenses as described and set forth in this GGA Student Code of Conduct.

Before placing a student in in-school suspension or on-campus intervention, the principal or designee shall consider reasonable alternatives, including appropriate discipline management techniques. If the principal or designee determines that in-school suspension or on-campus intervention is the most appropriate alternative, no other disciplinary action need precede the placement in in-school suspension or on-campus intervention.

## **STUDENT REMOVAL**

A teacher may send a student to the principal's office with appropriate documentation in order to maintain effective discipline in the classroom. The principal or designee shall respond by employing appropriate discipline management techniques consistent with this GGA Student Code of Conduct.

A GGA teacher may remove from class a student who

- (1) has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- (2) whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the student's classmates to learn. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

### **Conference and Review Requirements for Students Removed from Class**

Not later than the third class day after the day in which the student is removed from the class by the teacher under Texas Education Code Section 37.002(b) or (d), or by the principal or other appropriate administrator under Texas Education Code Section 37.006, the principal or other appropriate administrator shall schedule a conference with a parent or guardian of the student, the teacher removing the student from class, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The principal will notify the student of the consequences of the Student Code of Conduct violation. The student may not be returned to the regular classroom pending the conference. Following the conference, and whether or not all requested parties are in attendance after valid attempts to require their attendance, the principal shall order the placement of the student as provided by Texas Education Code Section 37.002 or 37.006, as applicable, for a period consistent with the GGA Student Code of Conduct.

A student removed from the regular classroom to in-school suspension, on-campus intervention or another setting, other than DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including correspondence course, distance learning, or summer school.

Students and their parents are encouraged to discuss the option with the teacher or counselor to ensure the student completes all work required for the course or grade level. Students with disabilities may not be removed in violation of specific IEP/IAP provisions or for more 10 school days in a school year without ARD/Section 504 Committee approval.

The principal may not return the student to the classroom of the teacher who removed the student without the teacher's consent unless the Placement Review Committee determines that such placement is the best or only alternative available. However, if the teacher removed the student because the student committed assault with bodily injury, aggravated assault, sexual assault, or aggravated sexual assault against the teacher, the student may not be returned without the teacher's consent.

### **SUSPENSION (OUT OF SCHOOL)**

Students may be suspended for a period not to exceed three school days for engaging in any **Serious** [Level I] or **Major** [Level II] offenses as described and set forth in this GGA Student Code of Conduct.

In deciding whether to order out-of-school suspension, the district will take into consideration: self-defense, intent or lack of intent at the time the student engaged in the conduct, and the student's disciplinary history.

A principal or other appropriate administrator may suspend a student prior to (but not in lieu of) placement in a DAEP or prior to (but not in lieu of) expulsion, where a student's conduct requires such placement or expulsion.

Before suspending a student, the principal or designee shall consider reasonable alternatives, including appropriate discipline management techniques. If the principal or designee determines that a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension.

### **Conference with Student**

Before suspending a student, the principal or designee shall conduct an informal conference, at which:

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

### **Notice to Parents**

A student's parent shall be notified by telephone, or other appropriate means, as soon as reasonably practicable, of a suspension. Parents of students who have been suspended shall be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension. Furthermore, the student is not allowed on the home campus or any other school campus or at any school-related activity during the period of suspension. If a student violates this prohibition, the student can be charged with illegal trespass, a Class C Misdemeanor.

### **EXPULSION**

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

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

**Expulsion of Students under 10 Years of Age**

No student under the age of 10 shall be expelled by the District EXCEPT in the case of a student who brings a firearm to school pursuant to Section 37.007(e) of the Texas Education Code. The District shall provide educational services to an expelled student in a DAEP if the student is younger than 10 years of age on the date of expulsion.

**Firearm Violations**

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. The District may provide services to an expelled student who is older than ten years of age in a DAEP.

**Emergency Expulsion**

A principal or the principal's designee may order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that action is necessary to protect persons or property from imminent harm. At the time of the emergency expulsion, the student shall be given oral notice of the reason for that action. Within a reasonable time after the emergency expulsion, the student shall be accorded the appropriate due process. Students with disabilities are subject to applicable federal and state law regarding the term of a student's emergency expulsion.

**Expulsion of Special Education Students**

A student with a disability may be expelled for engaging in conduct that would warrant such action for a student without a disability only if a manifestation determination review ARD Committee determines that that the misconduct was not a manifestation of the student's disability. The ARD Committee may determine that the conduct was a manifestation of the student's disability only if the ARD Committee determines the following:

- the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- the conduct in question was the direct result of the District's failure to implement the IEP.

If the ARD Committee determines that the behavior of the student was not a manifestation of the student's disability, the student may be expelled but must be provided a free appropriate public education. The ARD Committee shall determine the services necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the student's IEP goals during the time of expulsion.

If the ARD Committee determines that the student's misconduct was a manifestation of the disability, the student shall not be expelled. If the ARD Committee determines that the student's placement and/or IEP is inappropriate, the misconduct must be considered a manifestation of the student's disability and the student must not be expelled. The ARD Committee may propose changes in the student's placement (other than expulsion), and/or changes in the student's IEP, including the student's behavioral intervention plan as appropriate.

**Expulsion of Section 504 Students**

A student who is disabled according to Section 504 shall not be expelled unless the Section 504 committee first determines that the student's misbehavior was not a manifestation of the student's disability. The Section 504 committee must review current evaluation data and the student's current placement. If the Section 504 committee determines that the student's misconduct was not a manifestation of the student's disability, the student may be expelled. However, if the Section 504 committee determines that the student's misconduct was related to the student's disability, the student must not be expelled.

**All Students: Representation During the Expulsion Hearing**

At a hearing on expulsion, the student may be represented by the student's parent or guardian or another adult who can provide guidance to the student. The student and student's representative shall be notified in writing of the date, time, and place of the expulsion hearing prior to the hearing.

If the student has been removed under the emergency expulsion provision pending the expulsion hearing, the District shall obtain the parent's written agreement if the student will be excluded from the school setting for more than ten consecutive school days before the hearing is conducted. If the parent's agreement cannot be obtained, the District shall return the student to school or ensure that the expulsion hearing is conducted in a timely manner so that the student is not excluded from school for more than ten consecutive days without an opportunity for a due process hearing.

**DUE PROCESS**

Before a student is expelled, the Board or its designee shall provide the student an opportunity for a hearing at which the student is afforded due process, which shall include the following:

1. Prior notice of the charges to the student's parent or guardian and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board or its designee.
3. Right to an adult representative or legal counsel.
4. Opportunity to testify, present evidence, and witnesses in his or her defense.
5. Opportunity to examine the evidence presented by the school administration and, minimally, an opportunity to view the identity of the District's witnesses and the oral or written report of the facts to which each District witness testifies.

If the School District makes a good faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing, regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. The notice shall be in writing and shall give information about the nature of the evidence to be used against the student. The District may rely on the hearsay evidence of school administrators who investigate discipline infractions. The decision shall be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly to the student and parent.

If the Board's designee conducts the hearing, a tape recording or transcript of the proceeding shall be made for the Board's review on appeal, in the event the matter is appealed to the Board.

## **D – SEARCHES, QUESTIONING OF STUDENTS**

### **SEARCHES**

Students shall have a diminished expectation of privacy while under the jurisdiction of the District. School administrators may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. Vehicles on school property are also subject to search.

Areas such as lockers and desks, which are owned by the District and jointly controlled by the District and student, may be searched, and school administrators may routinely conduct blanket locker or desk searches. Students shall not place, keep, or maintain any article or material in school-owned lockers or desks that is forbidden by this GGA Student Code of Conduct, District policy, or municipal, state, or federal laws that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

Students are responsible for any prohibited items found in their possession, in their lockers or desks, or in vehicles parked on school property, and shall be subject to appropriate school disciplinary action in accordance with this GGA Student Code of Conduct and/or prosecution.

### **RANDOM DRUG SEARCHES**

In order to ensure a drug-free learning environment, the District conducts random drug searches of the school facilities. During these random drug searches, lockers, desks, hallways, unoccupied classrooms, grounds, vehicles, etc. are subject to drug checks by trained dogs. If a dog alerts to a locker, a vehicle, or an item in a classroom, that locker, vehicle, or item may be searched by school officials.

### **QUESTIONING OF STUDENTS**

Students are expected to cooperate with administrative staff in the investigation of disciplinary cases and to volunteer information within the students' knowledge relating to violations of the GGA Student Code of Conduct. Administrators, teachers, and other professional personnel have the right to question students regarding their conduct or the conduct of others. Students may be requested to submit a written statement describing their knowledge of an incident.

### **POLICE QUESTIONING OF STUDENTS OR TAKING STUDENTS INTO CUSTODY**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school;
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises reasonable valid objections;
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection. State law requires the district to permit a student to be taken into legal custody;
- To comply with an order of the juvenile court;
- To comply with the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety; and/or, to comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify their supervisor 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.

## **VANDALISM AND GRAFFITI**

Vandalism is the damage or destruction of property without the consent of the owner. It is willful action which results in the destruction, damage, or defacement of property belonging to or used by the GGA.

Graffiti is vandalism and includes marks with paint, an indelible marker or removable markings on school property without consent. The markings may include inscriptions, slogans, drawings, or paintings. The offense may be categorized as criminal mischief and punishable as a felony or misdemeanor. The difference between graffiti and art is permission.

### **Consequences for Vandalism and Graffiti:**

A student who engages in conduct that damages or tampers with the property of another that does not otherwise constitute misdemeanor criminal mischief (vandalism) or graffiti has committed a Level II Major Offense. It is punishable by suspension, detention, in-school suspension, and on-campus intervention, assignment of duties other than class tasks, withdrawal of extracurricular or honorary privileges, or other discipline management techniques. A student who engages in conduct that is punishable as a felony:

- A felony may include, but is not limited to, criminal mischief (vandalism) and/or graffiti. It is an illegal offense and administrators will contact law enforcement officials. This is a Level III offense.
- A student who engages in conduct constituting misdemeanor criminal mischief (vandalism), graffiti not classified as a felony, or otherwise engages in conduct that damages or tampers with the property of another causing substantial inconvenience or loss up to and including \$1,499.99 has committed a Level III Offense
- A student who engages in conduct that constitutes criminal mischief (vandalism), if the conduct is punishable as a felony (i.e., if the cost of the damage in question is \$1,500.00 or more) then he or she has committed a Level IV Offense which may result in expulsion. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law, and maybe subject to criminal penalties.

## Parent-Student Handbook Acknowledgment

The student and a parent or guardian should each sign this page on the space provided below and then return the page to the student's teacher. If the recipient is an employee of GGA, the employee shall sign on the space provided and return the page to the employee's principal or supervisor.

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**I/We acknowledge** that I/we have received the option to receive a paper copy the **GGA Parent-Student Handbook** which includes the **GGA Student Code of Conduct** and the **Student Acceptable Use Policy for Electronic Communication Systems** for the 2009-2010 school year. I am/We are responsible for reading and understanding the rules, expectations, and other information contained in this publication.

**For Students:**

Student's Name [*Please print*]: \_\_\_\_\_ ID# \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name [*Please print*]: \_\_\_\_\_

Parent/Guardian's Signature: Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**For Employees:** Employee's Name [*Please print*]: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School/ Department: \_\_\_\_\_