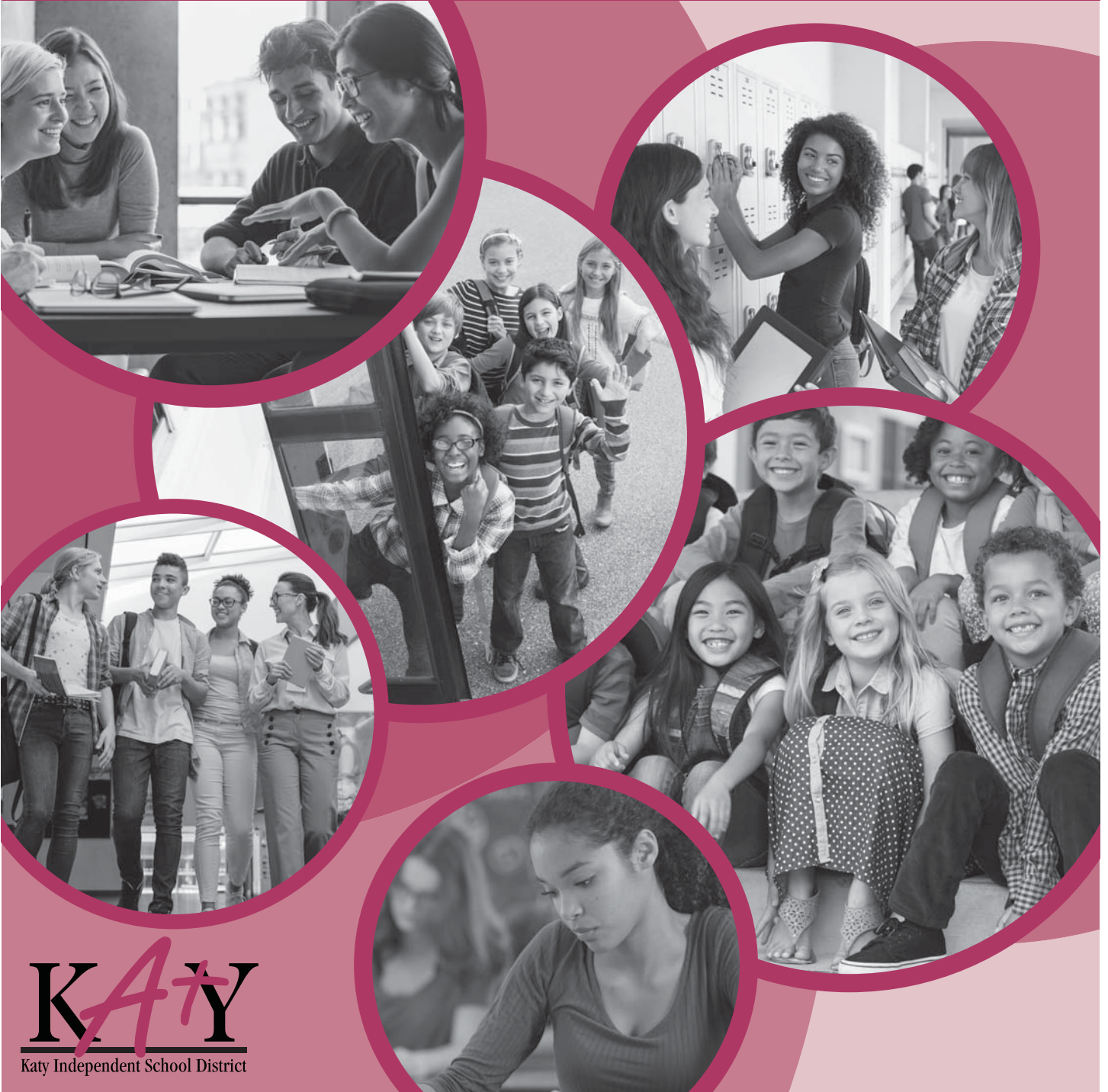


Katy Independent School District

# Discipline Management Plan and Student Code of Conduct

2017-2018



# Table of Contents

<b>Table of Contents</b> .....	i	Gang — Defined .....	10
<b>Parent/Student Acknowledgment and Falsification of Information</b> .....	ii	Gang-Free Zones .....	10
<b>Attendance Laws, Truancy Prevention, and Acknowledgment</b> .....	iv	Gang-Related Behaviors/Activities .....	10
<b>Quick Reference Guide to the 2017-18 Discipline Level System</b> .....	vi	Graduation .....	10
<b>Dress Code</b> .....	vii	Graffiti — Defined .....	10
<b>Directory Information</b> .....	viii	Guests at Social Events .....	10
<b>General Notices</b>		Hacking .....	10
The Purpose of the Student Code of Conduct .....	ix	Harassment .....	10
Board Policies .....	ix	Hazing .....	11
Complaints .....	ix	Head Lice .....	11
<b>Required Notifications to Parents</b>		Illness .....	11
Assistance for Students Who Need or May Need Special Education .....	ix	Interrogations and Searches .....	11
Attendance — Warning Notice .....	x	Jurisdiction .....	12
Bacterial Meningitis .....	x	Leaving Campus After Arrival .....	12
Child Find .....	x	Loitering .....	12
Human Sexuality Instruction .....	xi	Lost and Found .....	12
Nondiscrimination Under Titles II (ADA), VI, and IX and 504 .....	xi	Lunch Visitors .....	12
Students with Disabilities .....	xi	Make-up Work .....	13
Victims of Violent Crimes .....	xi	Medicine at School .....	13
<b>Other Notifications to Parents</b>		Miranda Warnings .....	13
Alcohol-Free Zone .....	xi	Personal Property .....	13
Asbestos Management Plan .....	xi	Physical Restraint .....	13
Accident Insurance for Students .....	xi	Plagiarism .....	13
Child Abuse or Neglect .....	xii	Police Intervention .....	14
Controversial Issues .....	xii	Possession .....	14
Drug-Free School Notice .....	xii	Prayer .....	14
Emergency Contacts .....	xii	Prescription/Non-Prescription Drugs .....	14
Firearms/Weapons .....	xii	Prohibited Items .....	14
Fireworks .....	xii	Public Displays of Affection (PDA) .....	14
Food Allergies .....	xii	Public Intoxication .....	14
Gang-Free Zones .....	xiii	Publications — Nonschool, by Students .....	15
Homeless Students .....	xiii	Publications — Student Speech .....	15
Integrated Pest Management (IPM) .....	xiii	Questioning of Students .....	15
Notification of Law Violations .....	xiii	Questioning of Students by Outside Authorities .....	15
Pledges of Allegiance and a Minute of Silence .....	xiii	Recess .....	16
Steroids .....	xiii	Reporting Crimes .....	16
Students in Protective Custody of the State .....	xiii	Reports to Law Enforcement .....	16
Student Success Initiative .....	xiii	Safety .....	16
Students under Court-Related Orders .....	xiv	Scholastic Penalties .....	16
Title I Campus - Parent Notice .....	xiv	Search of Property and Students .....	16
Tobacco-Free School Notice .....	xiv	Secret Societies .....	16
Understanding Religious Rights in Schools .....	xiv	Serious Misbehavior .....	16
Waiver of Fees .....	xiv	Sexting .....	17
<b>Information About Student Records</b>		Sexual Abuse .....	17
Rights of Parents and Students .....	xv	Sexual Harassment .....	17
<b>Discipline Management Plan and Student Code of Conduct</b>		Smart Snacks .....	17
Development of the Plan .....	1	Social Networking .....	17
Discipline Management Plan .....	1	Student .....	17
Discipline Management Techniques .....	1	Student Directories .....	17
Discipline Management Training .....	1	Summer Academic Term .....	18
Discipline Person .....	1	Taking Students into Custody .....	18
Discipline Records .....	1	Tardies .....	18
Individual Campus Options .....	1	Telecommunication Devices .....	18
Katy ISD Police Department .....	2	Textbooks .....	19
Parent/Teacher Conferences .....	2	Threats/Terroristic Threats .....	19
Parent Training Workshops .....	2	Title 5 Felonies — Offenses Against a Person .....	19
Responsibilities of:		Tobacco Use and Possession .....	19
School Board Members, Central Administrators, Campus Administrators,		Transportation Eligibility .....	20
Teachers, Students .....	2	Trespassing .....	20
Parents/Guardians .....	3	Truancy — Defined .....	20
<b>General Information</b>		Under the Influence .....	20
Assault .....	3	Use — Defined .....	20
Attendance .....	3	Vandalism .....	20
Bicycle Riders and Walkers .....	4	Vehicles on Campus .....	20
Bullying .....	4	Videotapings/Recordings and Cameras .....	21
Bus Rules .....	5	Visitors to the Schools .....	21
Cellular Phones .....	6	Weapons .....	22
Cheating and/or Plagiarism .....	6	Withdrawal .....	23
Child Abuse/Neglect and Sexual Abuse .....	6	<b>General Guidelines for Assessing Disciplinary Consequences</b>	
Classroom Observations .....	6	Katy ISD Policy FO (LOCAL) .....	24
Computer/Network/Internet Use .....	6	The Four Factors .....	24
Confiscated Items .....	6	Persistent Offenses .....	24
Controversial Issues .....	6	Level System — I - III (p. 24)      Level IV (p. 24)      Level V (p. 25)	
Criminal Charges or Classifications .....	6	<b>Discipline Charts</b>	
Cyberbullying and On-Line Harassment .....	6	Elementary (K-2)      Level II (p.27)      Level III (p.29)	
Damage to School Property .....	7	Elementary (3-5)      Level II (p. 31)      Level III (p. 33)	
Dating Violence .....	7	Junior High      Level II (p. 35)      Level III (p. 37)	
Deferred Adjudication/Deferred Prosecution .....	7	High School      Level II (p. 39)      Level III (p. 41)	
Disruption of Activities .....	7	<b>Disciplinary Options Outlined</b>	
Disruption of Classes .....	7	Emergency Placement/Expulsion .....	43
Disruption of Transportation .....	8	Restorative Circles .....	43
Distribution of Materials .....	8	Detention .....	43
Dress Code .....	8	Teacher Removal of Students .....	43
Driver License Attendance Verification .....	8	Overnight Suspension .....	44
Drug/Alcohol Use/Abusable Volatile Chemicals .....	8	In-School Suspension .....	44
Drug-Free School Zone .....	9	Out-of-School Suspension .....	45
Drug Paraphernalia .....	9	Disciplinary Alternative Education Program (DAEP) .....	46
Extracurricular Activities .....	9	Expulsion .....	50
Fighting/Physical Contact/Assault .....	9	<b>Students with Disabilities</b>	
Firearm — Defined .....	9	Section 504 of the Rehabilitation Act of 1973 and	
Firearms (Exhibition of) .....	9	Individuals with Disabilities Education Improvement Act (IDEA) .....	54
Gambling — Defined .....	10	<b>Student Responsible Use Guidelines for Technology</b> .....	54
		<b>Katy ISD Schools and Facilities Map</b> .....	58
		<b>Instructional Calendar</b> .....	61

**Optional Request for Hard Copy** – If you do not have access to the *Discipline Management Plan and Student Code of Conduct* and campus *Student Handbook* online or wish to receive them in hard copy form, please complete the following information regarding your child and indicate which documents you would like to receive, cut along the line as indicated, and return this slip to the campus so that the document(s) can be sent home:

Student name: Last	First	Middle	Grade	Homeroom/First Period
--------------------	-------	--------	-------	-----------------------

- Discipline Management Plan and Student Code of Conduct*                       Campus Student Handbook



This form must be signed and returned to the campus after reviewing the documents referenced. If you have already printed, signed, and returned a copy from the online version, it is not necessary to sign and return the printed version sent home in first-day packets or at the time of registration.

## Katy Independent School District Parent/Student Acknowledgment

PLEASE PRINT

Student name: Last	First	Middle	Grade	Homeroom/First Period
--------------------	-------	--------	-------	-----------------------

### Falsification of Information

***Texas Penal Code***

***Section 37.10 Tampering with Governmental Record***

- (a) A person commits an offense if he:
- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
  - (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or
  - (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record.
- (b) An offense under this section is a felony.

***Texas Education Code***

***Section 25.001(h) Admission***

- (a) In addition to the penalty provided by Section 37.10, *Penal Code*, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:
- (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or
  - (2) the amount the district has budgeted for each student as maintenance and operating expenses.
- (A person found guilty of falsifying information on an enrollment form may be liable for tuition for a sum in excess of \$5,000.)

We have reviewed the Falsification of Information statements, the Katy ISD Parent-Student Handbook/Folder, the Katy ISD *Discipline Management Plan and Student Code of Conduct* (including the Student Responsible Use Guidelines for Technology on page 54), and the campus behavioral expectations. We understand that these publications reflect current federal and Texas state law, Katy ISD Board policies, Katy ISD elementary and secondary guidelines, and District and campus regulations. Our signatures certify that we have reviewed the above publications, including the Student Code of Conduct, and that we understand the contents.

We understand that students who violate the Student Code of Conduct shall be subject to disciplinary action, up to and including referral to law enforcement officials.

Student's Signature*		Date
Parent's/Guardian's Signature	Printed Name of Parent/Guardian	Date

\*Students in PreKindergarten, Kindergarten, and 1st grade are not required to sign the acknowledgment card; however, these students are expected to adhere to the Student Code of Conduct as described in this booklet. Only the parent or guardian is required to sign.

If you have questions concerning rules or policies, call the appropriate campus administrator. *The parent or student should notify the school of telephone or address changes so that campus personnel can handle emergencies, maintain communication, and keep records current.*

**The student and parent must sign this form and return it to the student's homeroom or first period teacher by the Friday of the second week of school or within two weeks of enrollment for students who enroll after the beginning of school.**

**Page Intentionally Left Blank**

# Attendance Laws, Truancy Prevention, and Acknowledgment

## Truancy Warning Notice: Laws Governing Compulsory Attendance in Texas Schools Failure to comply with the laws governing compulsory attendance may result in legal action.

### Official Notice to the Child and Person(s) Standing in Parental Relation to the Child:

As required by *Texas Education Code (TEC) 25.095*, Katy ISD is providing written notice to parents/guardians of the following requirements related to compulsory attendance:

If a student, who is required to attend school under *TEC 25.085*, is absent from school on ten (10) or more days or parts of days in a six-month period in the same school year:

- Under *Section 65.003(a) of the Texas Family Code*; the student's parent is subject to prosecution and the student is subject to referral to a truancy court.

The parent's/legal guardian's responsibility under compulsory attendance no longer applies once a student reaches the age of 19; the student has sole responsibility from that point forward.

### Compulsory Attendance

Texas requires 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 his/her 19th birthday to attend school for the entire period the program is offered unless exempt by *TEC 25.086*. While students are not required to enroll in pre-kindergarten or kindergarten, once enrolled the students are required to attend school. *TEC 25.085* and Board Policy FEA (LEGAL)

The parent/guardian **commits an offense** under *TEC 25.093* if, after having received the above warning in writing, a child has **unexcused, voluntary absences for ten (10) or more days or parts of days within a six-month period from school**. An offense under this section is a misdemeanor punishable by a fine not to exceed \$500. *TEC 25.093*. The Court may dismiss a parent contributing to nonattendance charge if the court finds that a dismissal would be in the interest of justice because (1) there is a low likelihood of recidivism by the defendant; or (2) sufficient justification exists for the failure to attend school.

A student may be referred to a truancy court for truant conduct under *TEC 25.0915* and *Family Code 65.003*. On a finding that the child has engaged in truant conduct, a truancy court may order: 1) the child to attend school without unexcused absences; 2) the child to attend GED preparatory classes; 3) the child, if at least 16 years of age, to take the GED test; 4) the child to attend a special program that the court determines to be in the best interest of the child, including, but not limited to, an alcohol/drug abuse program; 5) the child and the parent/guardian to attend classes for students at risk of dropping out of school; 6) the child to complete not more than 50 hours of community service; 7) the child to attend tutorials, or 8) the child's driver's license to be suspended. *Family Code 65.013*.

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will automatically be considered unexcused.

A child not exempt from compulsory attendance laws may be excused for temporary absence as the result of, but is not limited to: 1) personal illness; 2) religious holy day; 3) health care appointments; 4) documented juvenile court proceeding; and 5) Board-approved extracurricular activity. [TEC 25.087 and Board Policy FEB (LEGAL)] Absences for vacations, business trips, babysitting, working, and other such reasons shall be considered unexcused. If a parent elects to take a student out of school for one of these reasons or questions whether or not an absence will be considered excused or unexcused, the parent is encouraged to notify the school in advance of the absence. Students will not be given assignments in advance for prearranged absences.

When a student's absence for personal illness exceeds five (5) consecutive days, the student must return to school with a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. A student who has been absent a total of eight (8) cumulative days will be required to bring a note from a physician or health clinic verifying the illness or other condition. In either of the above instances, all future absences will also require a note from a physician or health clinic or the student may be taken to school **within the first hour of the school day** to be assessed by the nurse in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class. Therefore, **any time a student is absent and is seen by a health care professional, a note from the health care professional is always in the best interest of the student so that the absence can be specified as either a doctor or health care appointment (for a full or partial day) rather than for personal illness.**

### Attendance for Credit

In addition to the statute related to compulsory attendance, a student must also be in compliance with the attendance for credit statute which states that the student must be in attendance for at least 90 percent of the days a class is offered in order to gain credit or be promoted. All absences, excused and unexcused, are counted for the purpose of determining attendance for credit. For each course/class in which a student falls below the 90 percent threshold, a review of the record will be conducted and the student may be required to complete a plan developed by the principal or designee in order to gain credit or be promoted. Once a student falls below the 75 percent threshold, an attendance review committee will meet to develop a plan for the student to complete in order to gain credit or be promoted. *TEC 25.092* and Board Policy FEC (LOCAL)

Please sign the acknowledgment form below and return the signed original to your child's school. If you have any questions, you may contact your child's school.

### Attendance Accounting

In an effort to ensure parents are adequately notified of all absences, report cards for students will reflect all absences that affect compulsory attendance or attendance for credit issues. The total number of absences for secondary students depicts the number of class periods affected by absences, not the number of days since attendance for credit deals with each course/class individually. All absences, including those for health care appointments for which the student cannot be penalized under compulsory attendance or for District incentives such as exemptions and perfect attendance, are counted on the report card because these absences are not exempt from attendance for credit.

### Compulsory Attendance: Truancy Prevention Measures

A child who is required to attend school shall attend school each day for the entire period of the program of instruction is provided. The following information is provided to students and parents in an effort to aid in the prevention of truancy. Truancy includes any absence which is considered unexcused. For additional information review "Attendance Laws and Acknowledgment" above.

**Tuancy Prevention Measures (Texas Education Code 25.0915)**

If a student fails to attend school without excuse on three or more days or parts of days within a four-week period but less than 10 or more days or parts of days within a six-month period in the same school year, the school district shall initiate one or more of the following truancy prevention measures:

- (1) impose a behavior improvement plan on the student, signed by an employee of the school, the student and the student’s parent or guardian, that includes:
  - (a) a specific description of the behavior that is required or prohibited for the student;
  - (b) the period for which the plan will be effective, not to exceed 45 school days after the date the contract becomes effective; or
  - (c) the penalties for additional absences, including additional disciplinary action or the referral of the student to a truancy court;
- (2) impose school-based community service; or
- (3) refer the student to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing the student’s truancy. Such referrals may also include participation by the student’s parent or guardian.

The student shall also be offered additional counseling.

**Tuancy Enforcement**

- If a student has three (3) unexcused absences within a 4-week period, the parent will receive a Compulsory Attendance Notification (CAN) letter and an automated phone call. The letter will be mailed to the student’s home address. The parent has five (5) school days to contact the attendance clerk at their school to correct any errors. If the absences are not corrected Truancy Prevention Measures (TPM) will be initiated. The automated letter and phone call will serve as the initial TPM.
- If a student has ten (10) unexcused absences in a 6-month period, and truancy prevention measures have been unsuccessful, the student may be referred to a truancy court.
- In either case, the student’s attendance will be monitored for the remainder of the school year.

**Your Day in Court**

If you are found to have engaged in truant conduct, the judge can put you on probation and assess other penalties including but not limited to one or more of the following:

- Pay up to \$500.00 fine plus court costs
- Attend a 16-hour truancy program
- Perform community service
- Appear in court again for a compliance hearing
- Revoke the student’s driver’s license

**REASONS STUDENTS ARE TRUANT/TARDY OR UNEXCUSED**

- Skipping class
- Attending two lunch periods (the student’s lunch and his/her friend’s lunch)
- Leaving the building or campus without permission
- Arriving to school late
- Talking too long to friends between classes
- Hiding in the building or on campus
- Missing school for a reason not excused by the state or District

**TRUANCY CAN LEAD TO...**

- Disciplinary consequences, such as in-school suspension, detention, or Saturday detention
- Court fines up to \$500 + court costs
- Loss of driver’s license
- Parents having to miss work, possibly resulting in lost wages
- Financial hardship for families
- Juvenile delinquency
- Student becoming a high school dropout
- Low paying jobs
- Unemployment

**JUVENILE DELINQUENCY**

- Increased opportunities for criminal activities
- Drug use
- Gang involvement
- Dropouts

**HIGH SCHOOL DROPOUTS**

- High school dropouts are more likely to be unemployed
- High school dropouts are twice as likely to go to jail
- Texas inmates, on average, only complete the 8th grade.

**REASONS TO ATTEND SCHOOL**

- **It’s the Law!**
- To receive a quality education
- To get a driver’s license, a student must submit proof of enrollment and attendance from the school (VOE form)
- In order to receive credit for a semester class, you must attend class 90% of the time
- To qualify for exam exemptions (high school students only)
- To graduate with a high school diploma
- **It’s the Law!**

It is the District’s intent to provide this information to inform both students and parents of attendance issues and the importance of students receiving a quality education. “Failure to attend school” constitutes a crime.

**Attendance Laws and Truancy Prevention Acknowledgment**

I have reviewed the information regarding the attendance laws (compulsory attendance and attendance for credit) and the Katy ISD’s truancy prevention measures. I understand the consequences that may result from school truancy. If I have any questions or would like more information, I understand that I may contact the school attendance clerk or the Katy ISD truancy prevention facilitator or designee.

Student’s Signature	Student’s Name	Grade Level
Parent’s/Guardian’s Signature	Printed Name of Parent/Guardian	Date

## Quick Reference Guide to the 2017-2018 Discipline Level System

This chart depicts brief examples of offenses at each of the disciplinary levels. For a list of appropriate consequences and for more specific detail refer to pages 27-42 of the *Discipline Management Plan and Student Code of Conduct*. [Note: Item numbers may vary from the detailed information pages due to some variations in offenses for specific campus levels (elem., jr. high, high school, sec.).]

Level I	Level III	Level IV: Removals to DAEP
<p>The focus at Level I of the Discipline Management Plan and Student Code of Conduct is on the implementation of the District's proactive Response to Intervention (RTI) process and the use of tiered supports to teach and reinforce positive behavioral expectations for all students in the classroom setting.</p>	<ol style="list-style-type: none"> <li>Persistent offenses from Level II, including bus infractions</li> <li>Disrupting the school environment or educational process</li> <li>Using profane, vulgar, obscene, or threatening language, including hit lists (written or verbal); or obscene gestures</li> <li>Intentionally or knowingly making libelous or slanderous remarks (verbal or written)</li> <li>Using ethnic, racial or gender-related slurs or inappropriate acts toward others</li> <li>Fighting</li> <li>Using lighters or matches</li> <li>Possessing or using tobacco or electronic cigarettes</li> <li>Possessing, distributing, or using fireworks, stink bombs, smoke bombs, other noxious chemicals, or "shock" pens</li> <li>Violating the guidelines for telecommunication devices (such as taking photos/videos, uploading, cheating, etc.)</li> <li>Possessing drug paraphernalia, aerosol paint, or fixative spray</li> <li>Possessing ammunition</li> <li>Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting</li> <li>Possessing, distributing, or concealing a weapon not included as a removable or expellable offense</li> <li>Selling, giving, or delivering to another person a non-prescription drug; possessing or using a non-prescription drug other than one's own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance</li> <li>Attempting to sell/purchase a prohibited substance through verbal or written communication without being in possession</li> <li>Stealing or unauthorized possession of another person's property, theft; committing burglary</li> <li>Exhibiting, delivering, using, or selling look-alike weapons</li> <li>Forging or altering school records, parent notes, forms, or school/home communications (sec.)</li> <li>Assault of another student or an adult that is not a removable or expellable offense</li> <li>Vandalizing, defacing or damaging school property, including non-felony graffiti</li> <li>Engaging in behavior that is illegal that does not constitute a removable or expellable offense</li> <li>Failing to disclose information, hiding/covering up info/evidence for self or others, committing perjury, or lying as a witness</li> <li>Making sexual comments or engaging in sexual conduct</li> <li>Mooning; streaking; other forms of nudity; exposing or attempting to expose one's undergarments or those of another ("pantsing")</li> <li>Engaging in sexual harassment, including stalking</li> <li>Hazing; harassing or stalking (non sexual)</li> <li>Creating a potential health or safety hazard or a situation that may result in possible injury</li> <li>Engaging in inappropriate behavior on overnight trips not addressed elsewhere</li> <li>Gambling</li> <li>Hacking (illegal or unauthorized entry or attempted entry into computer system)</li> <li>Interfering with school activities, including trespassing, boycotting, and group demonstrations, falsifying a "safety net" report; or making a 9-1-1 call that does not constitute a mandatory removable offense</li> <li>Participating in an unauthorized organization, secret society, or gang activity</li> <li>Committing extortion, coercion, or blackmail</li> <li>Tampering with a fire extinguisher, an automated external defibrillator, or their storage cabinet</li> <li>Multiple incidents of confirmed bullying or cyberbullying (confirmed through investigation)</li> <li>Multiple incidents of confirmed harassment (confirmed through investigation)</li> </ol>	<p><b>Mandatory Placements</b></p> <ol style="list-style-type: none"> <li>False alarm/report; terroristic threat</li> <li>Conduct punishable as a felony</li> <li>Assault with bodily injury</li> <li>Marihuana or controlled substances (non-felony)</li> <li>Dangerous drugs (non-felony)</li> <li>Alcohol (non-felony)</li> <li>Abusable volatile chemicals</li> <li>Public lewdness/indecent exposure</li> <li>Retaliation against any school employee (regardless of location)</li> <li>Public intoxication other than alcohol, marihuana, controlled substance or dangerous drugs</li> <li>Possession of a device designed to propel a projectile (BB-guns, pellet guns, air soft guns, slingshots, etc.)</li> <li>Title V felonies or aggravated robbery (off-campus)</li> <li>Gang activity</li> <li>Fraternity, sorority, or secret society activity</li> <li>Expellable offenses occurring on another district's property in Texas</li> <li>#5, #7, or #9 (below) against a student (regardless of location)</li> <li>Breach of computer security</li> <li>Registered sex offenders under court supervision</li> <li>Assault against any employee or volunteer</li> </ol> <p><b>Permissive Placements</b></p> <ol style="list-style-type: none"> <li>Persistent misbehavior at Level III</li> <li>Felonies other than Title V felonies or aggravated robbery (off-campus)</li> <li>Registered sex offenders not under court supervision</li> <li>Bullying that encourages suicide, incites violence, or releases or threatens to release intimate visual material.</li> </ol>
<p><b>Level II</b></p> <ol style="list-style-type: none"> <li>Persistent offenses from Level I (minor acts of misconduct, including repeated bus infractions)</li> <li>Inappropriate use of food</li> <li>Inappropriate language (verbal or written)</li> <li>Noncompliance with the directives; disrespectful</li> <li>Tuancy, skipping class, leaving school/class without permission</li> <li>Repeated tardies</li> <li>Physically contacting student creating a disruptive environment</li> <li>Encouraging or promoting a fight</li> <li>Violating dress code (sec.); repeated violations (elem.)</li> <li>Creating/participating in disturbance/inappropriate activity</li> <li>Failing to serve detention</li> <li>Abusing the use of a hall pass</li> <li>Possessing lighters, matches, tobacco-less cigarettes, vaping devices/accessories, electronic cigarettes or tobacco-related paraphernalia</li> <li>Possessing or using a laser pointer</li> <li>Possessing a current prescription (student's own medication); or possessing or using one's own nonprescription drug, natural and/or homeopathic-like substances, dietary supplements, or energy pills</li> <li>Possessing toys/nuisance items, including paintballs</li> <li>Violating the guidelines for telecommunication devices (third and subsequent minor offenses)</li> <li>Possessing a look-alike weapon</li> <li>Violating the Responsible Use Guidelines</li> <li>Telling a falsehood to an adult (not associated with an investigation)</li> <li>Forging or altering school records, parent notes, forms, or other school/home communications (elem.)</li> <li>Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing/damaging another's property</li> <li>Possessing or using a skateboard, roller blades, shoes with wheels, or other similar devices</li> <li>Using or possessing visible personal entertainment devices during instructional day (high school)</li> <li>Possessing or using a camera, video/cassette recorder, etc. (high school)</li> <li>Possessing or using a camera, radio, CD player, MP3 player, video/cassette recorder, GameBoy, or other unauthorized electronic device</li> <li>Being present in area without permission or in an unauthorized area</li> <li>Cheating or copying the work of another</li> <li>Engaging in an act of familiarity with another and/or inappropriate public display of affection</li> <li>Loitering on school campus before or after school</li> <li>Selling or soliciting for sale unauthorized merchandise</li> <li>Posting or distributing unauthorized publications</li> <li>Unauthorized use of property, minor theft (elem.)</li> <li>Violating parking rules/procedures (high school)</li> <li>Bullying or cyberbullying (confirmed through investigation)</li> <li>Harassment (confirmed through investigation)</li> </ol>	<p><b>Level V: Expulsions to JJAEP</b></p> <p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>Firearm</li> <li>Illegal knife</li> <li>Club</li> <li>Prohibited weapon</li> <li>Aggravated assault, sexual assault, or aggravated sexual assault</li> <li>Arson</li> <li>Murder, capital murder, or criminal attempted murder or capital murder</li> <li>Indecency with a child</li> <li>Aggravated kidnapping</li> <li>Aggravated robbery</li> <li>Manslaughter</li> <li>Criminally negligent homicide</li> <li>Continuous sexual abuse of young child or children</li> <li>Marihuana or controlled substances (felony)</li> <li>Dangerous drugs (felony)</li> <li>Alcohol (felony)</li> <li>Retaliation against an employee or volunteer (regardless of location involving #1-15 above)</li> </ol> <p><b>Permissive</b></p> <ol style="list-style-type: none"> <li>Serious misbehavior while placed in a DAEP (by statute)</li> <li>Assault against an employee or a volunteer (on campus or within 300')</li> <li>Deadly conduct (on campus or within 300')</li> <li>Retaliation against an employee or volunteer (regardless of location)</li> <li>Criminal mischief (felony)</li> <li>#5, #7, or #9 (above) against a student (off-campus)</li> <li>Expellable offenses occurring on another district's property in Texas</li> <li>Title V felonies or aggravated robbery under 37.0081</li> </ol>	

# Dress Code

ITEM	ACCEPTABLE DRESS	SPECIAL COMMENTS AND INTERPRETATIONS
<b>Shirts, Blouses</b>	Shirts/blouses may be: <ul style="list-style-type: none"> <li>• Any collared shirt/blouse</li> <li>• T-shirts and other pull-over tops</li> <li>• Sweatshirts/sweaters</li> <li>• School designs/logos; brand names and/or other appropriate words are acceptable.</li> </ul> Shirts and blouses must be buttoned in accordance with design and appropriateness.	Students are prohibited from wearing shirts/blouses that: <ul style="list-style-type: none"> <li>• Are oversized or immodestly undersized</li> <li>• Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations.</li> </ul> Undershirts, tank tops, blouses or clothing that exposes the midriff when the arms are raised are not to be worn.
<b>Pants, Slacks</b>	Acceptable pants/slacks are worn at the waist, belted, if appropriate, and not “baggy.”	Pants/slacks may not be: <ul style="list-style-type: none"> <li>• Touching the ground or covering the foot</li> <li>• Made of inappropriately form-fitting materials</li> <li>• Baggy or oversized.</li> <li>• Pajamas</li> </ul> No holes or tears above mid-thigh are acceptable unless worn over leggings or tights:
<b>Shorts</b>	Acceptable shorts are no shorter than mid-thigh for all grades.	Shorts may not be: <ul style="list-style-type: none"> <li>• Made of inappropriate form-fitting materials</li> <li>• Baggy or oversized</li> <li>• Split or fringed at the hem or seams</li> <li>• Boxers or pajamas.</li> </ul> Shorts must meet the acceptable length requirement regardless of whether leggings are also worn.
<b>Dresses, Skorts, Skirts</b>	Dresses/skorts/skirts are: <ul style="list-style-type: none"> <li>• Worn at the waist (skirts/skorts)</li> <li>• No shorter than mid-thigh for all grades.</li> </ul> Dress tops must meet the guidelines required for blouses and shirts.	Dresses/skorts/skirts may not be of revealing form-fitting materials. Slits in skirts or dresses must be modest. High-slashed apparel is not acceptable. Dresses/skorts/skirts must meet the acceptable length requirement regardless of whether leggings are also worn.
<b>Shoes</b>	Shoes must be: <ul style="list-style-type: none"> <li>• Worn at all times</li> <li>• Chosen for safety and health reasons and for quietness.</li> </ul> Athletic shoes with a rubber sole, closed toes, and full support around the heel should be worn for PE.	Platform soles over 1 inch high and rubber flip-flops are not recommended for safety reasons. Houseshoes and shoes with wheels are not acceptable.
<b>Hair</b>	Hair must be clean, well-groomed and out of the eyes, and shall be a non-distracting hair color that is styled in a way that is neither distracting nor conspicuous.	Facial hair must be clean and well groomed and styled in a way that is neither distracting nor conspicuous. Hair styles that create a safety hazard or a material or substantial disruption are not permitted.
<b>Jewelry</b>	Earrings, hair jewelry, watches, bracelets, rings and necklaces that are not a safety hazard or a material or substantial disruption may be worn.	Jewelry that is considered gang-related is not allowed. Jewelry (including earrings, ear stretchers, grills, body piercing, chains, emblems, etc.) which is considered to be a safety hazard or a material or substantial disruption is not permitted.
<b>General</b>	School-approved uniforms for physical education, athletics, pep rallies, etc., may be worn only during the class or activity for which they are approved. For unique special events the campus administration may establish event-specific dress code requirements.	Hats, caps, sport headbands, bandanas, headcovers, or scarves shall not be worn indoors except in the interest of religious practices, safety, cleanliness, or with the permission of the principal. No article of apparel shall be worn that will in any way damage school property, create a safety hazard, or create a material or substantial disruption to the school environment. Tattoos, accessories, jewelry and clothing that contain vulgar or inappropriate pictures, words or drawings or gang-related markings are not permitted.

Campus administrators are authorized to determine the suitability of student attire and grooming.



# Directory Information

## 1. What information does Katy ISD consider “directory information?”

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Katy ISD to disclose directory information from your child’s education records without prior written consent, you must notify the district in writing within two weeks of enrollment. Katy ISD has designated the following information as directory information:

- Student name
- Address
- Primary telephone listing
- Photograph
- Honors and awards received
- Dates of school attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams.

## 2. Is directory information confidential?

Directory information on a student, as defined above, is not confidential unless a parent/guardian indicates that it should be made so. This is the reason that parents/guardians are asked to select a privacy code at the beginning of each school year. The privacy code chosen informs the District as to what, if any, directory information about a child is to be released.

## 3. What are the privacy code options from which a parent/guardian can choose?

There are three privacy codes from which a parent/guardian may choose: Y - Yes, O - Other, and N - No. Please refer to the chart for the implications of each code.

Privacy Code Selections and Implications	“Y” Yes	“O” Other	“N” No
School-Confined Publications	YES	YES	NO
Programs for Performances	YES	YES	NO
Yearbook	YES	YES	NO
Professional School Group or Class Photos*	YES	YES	NO
Officially-designated vendors for school-related purposes	YES	YES	NO
The Public: Anyone making a public information request	YES	NO	NO
News Releases	YES	NO	NO
School Directories	YES	NO	NO
School Publications (Available to Public)	YES	NO	NO
District/Campus Webpage	YES	NO	NO
Photographs	YES	NO	NO
Social Media Platforms	YES	NO	NO

## 4. Under what circumstances may directory information be released?

Katy ISD is required to provide information to any member of the public who asks for it under the Texas Public Information Act unless the parent selects a privacy code of “N - No” or “O - Other.”

## 5. Is a privacy code selection confidential?

Yes. A privacy code selection made by a parent/guardian is confidential and is only released to employees who have a legitimate need to know, under the law.

## 6. Is it possible for a parent/guardian to change their student’s privacy code during the course of the year?

Parents/guardians do have a right to change their student’s privacy code. However, it is not recommended that parents/guardians change their student’s privacy code after the school year has started because most campuses have a process in place whereby teachers are expected to become knowledgeable about the privacy codes of their individual students so that they can adhere to these codes consistently. Additionally, the District has no ability to recall information that was released prior to a change of code.

## 7. How can a parent/guardian prevent their student’s directory information from being released to an outside third-party?

Katy ISD, as stated previously, is required to provide information to any member of the public who asks for it under the Texas Public Information Act unless the parent selects a privacy code of “N - No” or “O - Other.”

## 8. Why do parents/guardians have to designate a separate choice for military recruiters and institutions of higher learning?

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 USC Section 6301 et seq.) to provide a military recruiter or institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student’s information disclosed without the parent’s prior written consent. If a parent decides to opt out of directory information being released to the military or institutions of higher learning, their student’s address, and telephone number is confidential and will not be released. This code may not be split to allow only military recruiters or institutions of higher education access but not the other. This selection is treated separately from the “Y,” “N,” and “O” code chosen for directory information purposes.

Military/Higher Education Opt Out - Secondary Students Only	Opt In	Opt Out
Shared with Military Recruiters or Institutions of Higher Learning	YES	NO

# General Notices

## The Purpose of the Student Code of Conduct

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the Katy Independent School District (ISD) is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The Student Code of Conduct that follows is Katy ISD's specific response to requirements of Chapter 37 of the *Texas Education Code*. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This Code is an outgrowth of collaboration among District and campus staff, parents, other community members, and representatives of appropriate county juvenile boards. This Code, adopted by the Board of Trustees of Katy ISD, provides information and direction to students and parents regarding expected standards of behavior as well as potential consequences for misconduct. Please sign and return the "*Parent/Student Acknowledgment Card*" (provided with the first day packet, upon enrollment, or at the front of this booklet) as evidence that the school has provided you access to or with a copy of this booklet. The *Discipline Management Plan and Student Code of Conduct* can be found at the [www.katyisd.org](http://www.katyisd.org) webpage under the Quick Links section under "Policies/Code of Conduct/Forms."

## Board Policies

Katy ISD maintains Board policies that govern the operations of the District. The Board of Trustees approve and adopt changes to these policies as needed. Board policies provide the District with the legal basis for operating and conducting business, as well as the Board's intent on how to more specifically follow procedures within Katy ISD. The Board policies can be found online at the District's Web site: [www.katyisd.org](http://www.katyisd.org). From the District's home page, access "District" from the left menu bar, select "Board of Trustees," and then choose "Board Policy Manual" on the right-hand side of the page. There will be a link that will redirect you to a site that allows searches to be conducted by key words or topics or by specific policy codes.

## Complaints

Usually student or parent complaints can be addressed informally — by a phone call or a conference with the teacher, assistant principal, or campus principal, as appropriate. For those complaints that require a more formal process and cannot be resolved at the campus level, the District has established a standard complaint process which is addressed in Board Policy FNG (LOCAL). (See "Board Policies" above.) A student or parent who has a complaint may access the FNG process as long as the request is made within 15 days of the date the parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint. Prior to or at the time of the Level I conference, the student or parent shall submit the form obtained from the campus outlining the complaint, any evidence, and the solution sought. If unresolved after the written decision following the Level I conference with the principal, a written request to appeal the decision should be sent to the Associate Superintendent for Administration, Governance, and Legal Affairs. If a complaint is still unresolved after a Level II decision, the District provides for the complaint to be presented to the Board of Trustees. Administrators receiving a complaint that has not gone through the proper channels cannot respond to a complaint other than referring it back to the appropriate person for resolution. Therefore, complaints can be handled in a more efficient manner if the issue is addressed at the correct level first.

If the student or parent will be represented in a conference at any level by an attorney, the District must be notified in advance of the conference so that the administration can obtain equal representation. Failure to do so will result in the need to reschedule the conference.

Some complaints, such as those related to certain disciplinary actions, sexual harassment, instructional resources, or loss of credit, require procedures specific to the topic. Parental questions or complaints regarding ancillary issues related to disciplinary measures should be addressed informally with the teacher or campus administration, as appropriate or in accordance with Board Policy FNG (LOCAL). This process, however, may not be used to overturn a disciplinary assignment. Any campus can provide information regarding the specific processes for these complaints. Additional information can also be found in the *Board Policy Manual* as described above at "Board Policies."

# Required Notifications to Parents

## Assistance for Students Who Need or May Need Special Education

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Executive Director for Special Education, Counseling, and Psychological Services, at 281-396-2630.

## Attendance — Warning Notice

As required by *Texas Education Code 25.095*, Katy ISD is providing written notice to parents/guardians of the following requirement related to compulsory attendance:

If a student, who is required to attend school under Section 25.085, is absent from school three (3) days or parts of days in a four-week period or is absent for ten (10) or more days or parts of days in a six-month period in the same school year:

- The student's parent or legal guardian is subject to prosecution under Section 25.093; and
- The student is subject to prosecution under Section 25.094.

The parent's/legal guardian's responsibility under compulsory attendance no longer applies once a student reaches the age of **19 +8**; the student has sole responsibility from that point forward.

## Bacterial Meningitis

State law requires the District to provide the following information:

### WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord — also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management. There are two common types of bacteria that cause meningitis: 1) *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness, and 2) *Neisseria meningitidis* — meningococcal meningitis; there are 5 subtypes that cause serious illness — A, B, C, Y, W-135.

### WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion.

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### WHAT IS THE RISK OF GETTING BACTERIAL MENINGITIS?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

### HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

### HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

### HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven (7) to ten (10) days after the vaccine is given and lasts for up to five (5) years.

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

Seek prompt medical attention.

### HOW IS BACTERIAL MENINGITIS DIAGNOSED?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

### WHERE CAN YOU GET MORE INFORMATION?

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

## Child Find

Katy ISD is responsible for identifying and evaluating students who within the intent of Section 504 of the Rehabilitation Act of 1973 need special services or programs in order that such students may receive the required free appropriate education.

A student who may need specialized instruction or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of life's major activities; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act. Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact the Campus 504 Coordinator at the home campus.

In addition, parents who believe that they have a child who may qualify for special education services or programs under the Individuals with Disabilities Education Improvement Act (IDEA) should contact the home campus office for more information.

## **Human Sexuality Instruction**

Section 28.004 of the *Texas Education Code* requires districts to notify parents whether the district provides instruction in human sexuality. Katy ISD does provide human sexuality instruction education which:

- Supports sexual abstinence before marriage and fidelity in marriage as the expected standard in terms of public health and the only effective way to prevent crisis pregnancies and sexually transmitted diseases;
- Does not initiate education in methods of contraception;
- Presents contraception as high-risk behavior; and
- Stresses the deficiencies of contraception.

The age and maturity of students are considered in the selection of instructional materials and arrangements. At the elementary and junior high levels, students are segregated by gender to receive instruction. Parents are encouraged to preview all materials to be used in the curriculum and have the option to remove their child(ren) from any part of the instruction without disciplinary action, academic penalty, or other sanction. These students will be assigned independent reading and writing activities covering the state-required essential knowledge and skills. The District's School Health Advisory Council is responsible for recommending age-appropriate curriculum for each grade level in which human sexuality instruction is taught. *Education Code 28.004* and KATY ISD POLICIES EFAA (LEGAL) and EHAA (LEGAL) and (LOCAL)

## **Nondiscrimination Under Titles II (ADA), VI, and IX and 504**

Katy ISD does not discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin, in providing educational services and/or activities, including career and technical programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries/complaints concerning the application of Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, Yolanda Edmond, at 6301 S. Stadium Lane, Katy, TX 77494, 281-396-2351, or the Office of Civil Rights. Bonnie Holland, Associate Superintendent for Administration, Governance, and Legal Affairs, has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973. Inquiries/complaints concerning 504 may be referred to Mrs. Holland at 6301 S. Stadium Lane, Katy, TX 77494, 281-396-2318.

Katy ISD does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Mrs. Holland.

## **Students with Disabilities**

Section 504 of the Rehabilitation Act prohibits discrimination against students with disabilities and requires the District to undertake to identify and locate every qualified disabled person residing in the District who is not receiving a public education and to notify persons with disabilities and their parents or guardians of the District's duties under Section 504.

Katy ISD does not discriminate against students with disabilities and has procedures in place to ensure that students who are eligible for services under Section 504 of the Rehabilitation Act have access to educational opportunities equivalent to those provided to nondisabled students.

The District's Section 504 Coordinator is Mrs. Bonnie Holland, Associate Superintendent for Administration, Governance, and Legal Affairs. Any student and/or parent or guardian of a student who desires more information regarding the District's procedures for complying with Section 504 may obtain a copy of the District's Section 504 procedures by contacting the 504 coordinator at the student's home campus or by contacting Mrs. Holland at 281-396-2318.

## **Victims of Violent Crimes**

A student who is the victim of a violent criminal offense occurring on campus or on any school property, while attending a school-sponsored or school-related activity, must be offered an opportunity to transfer to another campus. The Texas Education Agency has defined the violent criminal acts (based on *Penal Code* violations) as follows: attempted murder, indecency with a child, aggravated kidnapping, assault with bodily injury, aggravated assault, sexual assault or aggravated sexual assault, and aggravated robbery.

# **Other Notifications to Parents**

## **Alcohol-Free Zone**

The District prohibits the possession or use of alcohol and alcoholic beverages on school property or at school-related or school-sanctioned activities on or off school property. The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the District is being held constitutes a Class C misdemeanor. *Education Code 38.007* and *37.122*, KATY ISD POLICIES FNCF (LEGAL) and GKA (LEGAL)

## **Asbestos Management Plan**

The District is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. A copy of the District's Asbestos Management Plan is available at each campus for review. The plan contains information on friable and/or non-friable asbestos-containing building materials (ACBM). *40 CFR 763.93* and KATY ISD POLICY CKA (LEGAL)

## **Accident Insurance for Students**

Katy ISD offers voluntary Accident Only Insurance coverage for parents to purchase for their children who are enrolled in grades Pre-K through 12. Premiums are annual, which means there is a one-time payment, and the coverage is effective when payment is received. Coverage can be purchased at any time during the year; however, the premium is not pro-rated. For a detailed explanation of

the plans offered and associated premium cost, or to enroll your child online, visit [www.sas-mn.com](http://www.sas-mn.com) (under K-12 students/parents, find my school, Texas, Katy ISD) or call Student Assurance Services, Inc. at 800-366-4810 or 210-366-4800 for an application.

## **Child Abuse or Neglect**

According to the *Texas Family Code* and Board Policy FFG (LEGAL), any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal report within 48 hours to the Child Protective Services division of the Texas Department of Family and Protective Services (1-800-252-5400) or any local or state law enforcement agency. *Education Code 38.004*, *Family Code 261.101*, and KATY ISD POLICY FFG (LEGAL)

## **Firearms and School Visitors**

As of January 1, 2016, a handgun license holder may choose to wear his or her firearm in a shoulder or belt holster rather than concealing the handgun. Both open and concealed carry are still prohibited in school buildings, on any grounds where school-sponsored activities are taking place, in polling places, in school board meetings, in school passenger vehicles, and in external passageways used by students to move between buildings on school campuses. If for example, a high school marching band uses a portion of its parking lot for practice, firearms would be prohibited in this area while this school-related activity is taking place.

**School employees are prohibited from having a firearm on any school property during the school day or while a school-sponsored or school-related student activity is taking place regardless of whether the employee has a handgun license.**

## **Controversial Issues**

A parent or person standing in parental relation may remove his/her child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the child a written statement authorizing the removal of the child from the class period or other school activity; however, students may not be removed from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. The ability to "opt out" of a class period or activity does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the District and TEA.

The District does have a form that may be used by a parent or person standing in parental relation (guardian) to request that his/her child be allowed to "opt out" of a class period or activity and be provided with an alternate activity that is to be graded on the same basis as the controversial class or activity. (A parent or guardian may request an "Information Regarding Controversial Issues: Request for Alternate Activity" form to make such a request.) KATY ISD POLICY EMB (LEGAL) AND EMB (LOCAL)

## **Drug-Free School Notice**

A person commits a criminal offense (enhanced) if the person knowingly or intentionally possesses a controlled substance listed in the *Health and Safety Code*, Chapter 481 in, on, or within 1,000 feet of any real property that is owned, rented, or leased to a school district, or on a school bus. *Health and Safety Code 481.134* and KATY ISD POLICY FNCF (LEGAL)

## **Emergency Contacts**

Each year parents/guardians are asked to designate persons on their child's enrollment card who can be contacted in the case of an emergency occurring at school when a parent/guardian cannot be reached. An emergency may be as simple as a child with fever who needs to be taken home to a child who needs to be taken to the hospital via an ambulance for a severe medical condition. As a reminder, the enrollment card states, "Emergency contacts are only authorized access to information regarding the student and authority to transport the student in an emergency situation occurring at school when the parent/guardian cannot be reached. At any other time, emergency contacts have no rights regarding the student and must have written authorization from the parent/guardian for a specific date/time to pick up the student from school." It is important that the names and phone numbers listed for emergency contacts are accurate at all times.

## **Firearms/Weapons**

A person commits a third degree felony if the person knowingly, intentionally, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon listed in *Penal Code 46.05(a)* onto the physical premises of a school or educational institution or any grounds or building in which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, unless pursuant to written regulations or written authorization of the District. *Penal Code 46.03*.

A person commits a third degree felony if, in a manner intended to cause alarm or personal injury to another person or damage school property, the person, intentionally exhibits, uses or threatens to exhibit or use a firearm, in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school; or on a school bus being used to transport children to and from school-sponsored activities. *Education Code 37.125* and KATY ISD POLICIES FNCG (LEGAL) and GKA (LEGAL)

In addition, guns and other weapons are governed by the Gun-Free School Zones Act which prohibits the possession of a firearm in a school zone and the state Weapon-Free School Zones law which prohibits the possession of weapons within 300 feet of the premises of a school or on the premises of a place where an official school function or an event sponsored or sanctioned by the University Interscholastic League is taking place. *18 USC 921* and *Penal Code 46.11*

[See "Concealed Handgun License Holder" in this section and "Firearms (Exhibition of)" in the General Information section for additional information.]

## **Fireworks**

A person may not explode or ignite fireworks within 600 feet of any school unless the person receives authorization in writing from the school. *Occupations Code 2154.251(a)(1)* and KATY ISD POLICY GKA (LEGAL)

## **Food Allergies**

Upon enrollment, parents/guardians should disclose to the school (on a form provided by the campus nurse) if the child has a food allergy or severe food allergy that, in the judgment of the parent/guardian, should be disclosed to the school to take any necessary precautions regarding the child's safety and to specify the food to which the child is allergic and the nature of the allergic reaction. A severe food allergy means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. The information will be kept confidential and only disclosed to appropriate school personnel. *Texas Education Code 25.0022*

## **Gang-Free Zones**

Section 71.028 of the *Penal Code* establishes gang-free zones which include schools, institutions of higher education, public or private youth centers, playgrounds, shopping malls, movie theaters, public swimming pools, video arcades, and school buses. A person 17 years of age or older who commits certain offenses (for school-related purposes) in, on, or within 1,000 feet of any real property that is owned, rented, or leased by a school or school board or on a school bus may be assessed a punishment that is increased to the next highest category of offense (unless the offense is already classified as a felony in the first degree). The gang-free zones apply if a person commits or conspires to commit certain offenses with the intent to establish, maintain, or participate in a combination or in the profits of a combination or as a member of a criminal street gang as specified in *Section 71.02, Penal Code* (organized criminal activity). These offenses include murder, capital murder, arson, aggravated robbery, robbery, aggravated kidnapping, kidnapping, aggravated assault, aggravated sexual assault, sexual assault, forgery, deadly conduct, assault with bodily injury; unlawful manufacture, transportation, repair, or sale of firearms or prohibited weapons; or any offense listed in *Chapter 43, Penal Code* (public indecency) depicting or involving conduct by or directed toward a child younger than 18 years of age. *Penal Code 71.02*

## **Homeless Students**

As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the district shall serve homeless children according to their best interests. Any parent or student who desires more information regarding homeless students may contact Kristi Valdez, the Homeless Liaison, at 281-396-2612. KATY ISD POLICY FFC (LEGAL)

## **Integrated Pest Management (IPM)**

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the District's IPM Coordinator at 281-396-2503. Additional information can be found on the Katy ISD Web site. KATY ISD POLICY CLB (LEGAL)

## **Notification of Law Violations**

The District is required by state law to notify all instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors or who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. In addition, all appropriate District personnel must be notified in regards to a student who is required to register as a sex offender. KATY ISD POLICIES FL (LEGAL) and GRAA (LEGAL).

## **Pledges of Allegiance and a Minute of Silence**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may use this time to think about their day, their activities, and what they hope to accomplish. The one minute of silence is intended to be an individual activity and there should be no attempt to influence another person's thoughts during this time. Students are expected to be seated and remain silent. They may engage in any silent activity that is not likely to interfere with or distract other students. *Education Code 25.082* and KATY ISD POLICY EC (LEGAL)

## **Steroids**

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that 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 person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the institutional division of the Texas Department of Criminal Justice. *Education Code 38.008* and KATY ISD POLICY FNCF (EXHIBIT)

## **Students in Protective Custody of the State**

The District strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District. Please contact Anne McHale, who has been designated as the District's liaison for children in the conservatorship of the state, at 281-396-2445, with any questions. KATY ISD POLICY FFC (LEGAL)

## **Student Success Initiative**

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

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the grade 5 STAAR reading and mathematics tests to be promoted to sixth grade and on the grade 8 STAAR reading and mathematics tests to be promoted to ninth grade.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and a parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional accelerated instruction.

## **Students under Court-Related Orders**

The District strives to assist any student under court-related orders (regarding criminal matters) by providing counseling and services for each student and the student's parents to establish or reestablish normal attendance and progress of the student in school. Please contact Bonnie Holland, who has been designated as the District's liaison for court-related students, at 281-396-2318, with any questions. KATY ISD POLICY FFC (LEGAL)

## **Title I Campus - Parent Notice**

The parent of a student attending a Title I campus has the right to request the following information about each of his/her child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- What the teacher's college major was, whether the teacher has any advanced degrees, and what was the field of discipline of the certification or degree.
- Whether a paraprofessional provides services to his/her child and, if so, the paraprofessional's qualifications.

## **Tobacco-Free School Notice**

The District prohibits smoking or using e-cigarettes or tobacco products on District property or at school-related or school-sanctioned activities on or off school property. Students are prohibited from possessing e-cigarettes or tobacco products on District property or at school-related or school-sanctioned activities on or off school property. A person commits an offense if he or she is in possession of a burning tobacco product or smokes tobacco, or operates an e-cigarette in a facility of a public school. *Education Code 38.006, 20 USC 6083 and 7183* and KATY ISD POLICIES FNCD (LEGAL) and GKA (LEGAL)

## **Understanding Religious Rights in Schools**

Schools frequently are asked questions about what can and cannot be done by parents and students to celebrate or acknowledge the many holidays that fall during the school year, including Ramadan, Thanksgiving, Chanukah, Christmas and Kwanzaa. To help parents and students better understand the proper role of religion in the public schools, the District would recommend reviewing Katy ISD Board Policies EMI (LOCAL) ("Miscellaneous Instructional Policies: Study of Religion"); FNA (LOCAL) ("Student Rights and Responsibilities: Student Expression") and FNAA (LOCAL) ("Student Expression: Distribution of Nonschool Literature"), all of which address these topics in more detail.

When considering issues of religion in the public schools, it is important to remember that there is a distinction between private religious speech, which is protected, and state-sponsored religious speech, which is prohibited. Students may talk about religious holidays (when talking is appropriate), they may say "Merry Christmas" or "Happy Chanukah" or other related holiday greetings, and they may wear whatever clothing they choose (color, wording, or otherwise) that complies with the District's dress code. Students may distribute literature that has a religious message or hand others items, such as bracelets, bearing a religious message or symbolism at school, on the same basis as non-religious items, so long as any such distributions are done in accordance with Board Policy FNAA (LOCAL). However, the schools themselves cannot show favor regarding one religious belief over another — they must remain neutral.

Generally speaking, Katy ISD schools may use themes such as Ramadan, Thanksgiving, Chanukah, Christmas and Kwanzaa as a part of cultural celebrations as long as the celebrations comply with Board Policy EMI (LOCAL). EMI (LOCAL) allows the inclusion of religion in the study of history, culture, literature, music, drama, and art, so long as the District's approach is secular and academic, not devotional. With regards to school parties, Katy ISD makes every effort to tie each party's theme to the curriculum that the students are studying. If the school allows students and parents to bring items to the party, then students and parents may, as private citizens, bring religiously-themed items to the party, as the items fall within the Content Limitations of FNAA (LOCAL). Likewise, if the school allows students and parents to exchange gifts and/or hand out written materials at the party, students and parents may give gifts or hand out written materials of a religious nature [again, as long as the items fall within the Content Limitations of FNAA (LOCAL)]. In deciding whether to bring items, gifts, or other materials to hand out, we would encourage parents to be mindful of the different religious beliefs represented in our schools. Katy ISD hopes to create an environment where all children feel valued and included.

## **Waiver of Fees**

Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his/her parent or guardian must present evidence of their inability to pay to the principal or designee who shall determine eligibility for a fee waiver. KATY ISD POLICY FP (LEGAL) and (LOCAL)

# Information About Student Records

## Rights of Parents and Students

### KATY ISD POLICIES FL (LEGAL) and (LOCAL)

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school within the District.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. **The school must remain neutral in dealing with biological parents and must treat both parents equally in providing access to the student or the student's records. This applies regardless of which parent enrolled the child or whose name appears on the enrollment card unless a divorce decree or court order restricts the rights of one of the biological parents.** Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including but not limited to the following:

1. Attendance records;
2. Test scores;
3. Grades;
4. Disciplinary records;
5. Counseling records;
6. Psychological records;
7. Applications for admission;
8. Health and immunization information;
9. Teacher and counselor evaluations;
10. Reports of behavioral patterns; and
11. State assessment instruments.

The principal or designee is the custodian of all records for currently enrolled students at the assigned school. The principal or designee is the custodian of all records for students who have withdrawn or graduated. While Katy ISD has its own police department, law enforcement records are not considered educational records; therefore, these records are not accessible to campus or District administrators.

The Family Educational Rights and Privacy Act (FERPA) allows parents/students the right to inspect and review the records within 45 days of the day the District receives a written request for access. Records may be reviewed during regular school hours. The principal or administrator will notify the parent/student of the time and place where records may be inspected. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. Parent is defined as a natural parent, guardian, or an individual authorized to act as a parent in the absence of a parent or guardian. School officials with legitimate educational interests include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act (IDEA) or an individual accommodation plan for a student with disabilities under Section 504;

3. Compiling statistical data; or
4. Investigating or evaluating programs.

Attorneys of the District may also have access to student records if they are working with the District on a particular issue in which student records are relevant.

Certain other officials from various governmental agencies may have limited access to the records in accordance with federal and state law. **The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll.** Additionally, the District will release student records pursuant to a validly issued subpoena or court order; however, the District will make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance. The District may release student records without prior parental permission in accordance with state and federal law. When the student reaches 18 years of age or is attending a post-secondary institute of education, only the student has the right to consent to release of records.

When appropriate, the District shall disclose to a juvenile service provider confidential information contained in a student's educational records at the juvenile service provider's request. "Educational records" means records in the possession of a primary or secondary educational institution that contain information relating to a student, including information relating to the student's identity, special needs, educational accommodations, assessment or diagnostic test results, attendance records, disciplinary records, medical records, and psychological diagnoses. "Juvenile service provider" means a governmental entity that provides juvenile justice or prevention, medical, educational, or other support services to a juvenile, and includes (a) a state or local juvenile justice agency as defined by *Family Code 58.101*; (b) health and human services agencies, as defined by *Government Code 531.001*, and the Health and Human Services Commission; (c) the Department of Public Safety; (d) the Texas Education Agency; (3) an independent school district; (f) a juvenile justice alternative education program; (g) a charter school; (h) a local mental health or mental retardation authority; (i) a court with jurisdiction over juveniles; (j) a district attorney's office; (k) a county attorney's office; and (l) a children's advocacy center established under Section 264.402. Confidential information contained in a student's educational records shall be released to the juvenile service provider only if the student has been taken into custody under *Texas Family Code 52.01*; or referred to a juvenile court for allegedly engaging in delinquent conduct or conduct indicating a need for supervision. The juvenile service provider shall not disclose the information to any third party, other than another juvenile service provider, and shall use the confidential information only to verify the identity of a student involved in the juvenile system, and provide delinquency prevention or treatment services to the student. Access to educational records does not include access to the student.

The parent's or student's right of access to, and copies of, student records may not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute teacher, records that only contain information about an individual after he/she is no longer a student in the District, or records maintained by school law enforcement officials, may not have to be made available to the parents or student. The District will consider federal and state law in determining what records will be made available to parents of students enrolled in the District.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the parent or student over 18 believes that the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses a request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly



recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost listed in Board Policy. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and pay the copying charge; or
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child by indicating restrictions on the student's enrollment card. Directory information includes, but is not limited to, the following: a student's name, address, primary telephone listing, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors, grade level, dates of school attendance, awards received, and most recent previous school attended.

# Discipline Management Plan and Student Code of Conduct

## Development of the Plan

Each year the District's *Discipline Management Plan and Student Code of Conduct* is developed through a cooperative effort of District administrators, teachers, and parents from each instructional level within the school district. A draft of the *Discipline Management Plan and Student Code of Conduct*, initially prepared by District administrative personnel, is also presented to the District's Katy Improvement Council (planning and decision-making committee) for review and comment prior to adoption by the Board. The *Discipline Management Plan and Student Code of Conduct* has the force of policy after it is adopted by the Board of Trustees.

## Discipline Management Plan

A "discipline management plan" containing policies and regulations on the rights and responsibilities of students and a "student code of conduct" outlining student disciplinary expectations shall be made available to all students and parents, teachers, and administrators at the beginning of the school year via the District's Web site. Hard copies are also available in each school's office for students or other persons to review. Access or hard copies shall also be provided to new professional employees, newly enrolled students, and any parent on request. Changes during the year may be published and distributed during the next semester, but no later than the beginning of the next school year.

Annually, during the registration process, each student and parent shall electronically sign that they have been made aware of the Katy ISD *Discipline Management Plan and Student Code of Conduct* and acknowledge the responsibilities outlined therein. Each parent and student should also be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures.

## Discipline Management Techniques

Discipline management techniques used when students violate the *Discipline Management Plan and Student Code of Conduct* shall include, but not be limited to the following:

1. Restitution of damages/Restoring to order;
2. Temporary removal from class;
3. Parent-teacher conferences or parent shadowing;
4. Confiscation of items;
5. Behavioral contracts;
6. Detention, including Saturday detention;
7. Withdrawal of privileges, exclusion from extra-curricular activities including honorary positions;
8. Grade reductions as permitted by policy;
9. Withdrawal or restriction of bus privileges/Bus probation;
10. Overnight suspension;
11. In-school suspension;
12. Out-of-school suspension (see Board Policy FOB); and
13. Removal to a disciplinary alternative education program (DAEP; see Board Policy FOA, FOC, and FOCA);
14. Expulsion (JJAEP; see Board Policy FOD and FODA).
15. Referral to law enforcement.

This plan recognizes all discipline management techniques allowed under Texas law other than corporal punishment.

Each disabled student's behavior intervention plan (BIP), if such plan is appropriate, will address his/her specialized needs in the area of discipline. Appropriate discipline management techniques may be included within the BIP.

## Discipline Management Training

Each principal shall be responsible for providing discipline management inservice training for campus staff. The training must include a review of the District's *Discipline Management Plan and Student Code of Conduct*, as well as, a review of any campus-based discipline strategies or techniques. New administrators must attend a mandatory district-level training. Returning administrators must be provided a refresher training every three years.

## Discipline Person

A principal or assistant principal shall promptly notify a student's parent or guardian if a student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. An administrator must comply with this by:

(1) promptly contacting the parent or guardian by telephone or in person; and

(2) making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian.

New campus administrators and those campus administrators new to the District must complete intensive training on discipline management procedures prior to the beginning of each school year. All returning campus administrators must attend an update training session to receive information regarding changes to the discipline plan based on new statutes or District procedures. In accordance with District policy, school principals and assistant principals shall be responsible for establishing school rules and procedures that will ensure a safe educational program free from disruption and for enforcing consistently and fairly all discipline policies, procedures and school rules pertaining to discipline and student behavior. [See Board Policy FO (LOCAL).]

## Discipline Records

Campus administrators will maintain discipline records on each student that are separate from the student's permanent record file.

The District will maintain a discipline record for each student. Discipline records will include the following:

1. Instances of the student being referred to the office for disciplinary reasons.
2. Calls or conferences held with a parent regarding the student's behavior.
3. Assignments to detention and the number of days the student is assigned.
4. Assignments to in-school suspension for each incident and the total number of days the student is assigned.
5. Instances of out-of-school suspension and the number of days the student is suspended.
6. Placements in a disciplinary alternate education program (DAEP) and the length of the placements.
7. Instances of expulsion and the length of the expulsions.

Discipline records remain active for the current year only. At the end of the school year, these records are stored for the period of time specified in the District's records retention schedule before destruction; however, computer records are hidden from the system at the end of the school year. Students start each year with a clean discipline record except for those assigned disciplinary consequences extending beyond the end of the school year.

Records maintained by the District's police force will be maintained in a place separate from a student's academic records, in accordance with federal law.

Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student's permanent academic file. The District will destroy all such information at the end of the school year in which the information was received.

## Individual Campus Options

Each individual campus may impose campus or classroom rules in addition to those found in the *Discipline Management Plan and Student Code of Conduct*. The rules may be listed in the student handbook or posted in classrooms and may or may not constitute violations of the *Discipline Management Plan and Student Code of Conduct*. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in

the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.

### **Katy ISD Police Department**

To ensure sufficient security and protection of the students, staff, and property of the District, Katy ISD employs a law enforcement unit. The officers in this department offer assistance to campus personnel in enforcing the provisions set forth in all applicable sections of the *Texas Education Code* and in Board Policy. These officers, acting as school officials, may access educational records for the purpose of maintaining safe schools.

### **Parent/Teacher Conferences**

One or more conferences shall be held during each school year between a teacher and the parents of a student if the student is not maintaining passing grades, is not achieving the expected level of performance, presents some other problem to the teacher, or in any other case the teacher considers necessary.

### **Parent Training Workshops**

The need for parent training workshops for home reinforcement of study skills and specific curriculum objectives shall be based on interest as indicated by parents in the community.

### **Responsibilities**

Each member of the community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among students, parents, and educators requires that:

#### **School Board Members:**

- Enact and enforce policies which facilitate the establishment and maintenance of a positive and safe learning environment;
- Approve and support the District's *Discipline Management Plan and Student Code of Conduct*;
- Fulfill designated roles in due process and hearing procedures.

#### **Central Administrators:**

- Develop, with input from the District planning and decision-making committee, a draft of a proposed *Discipline Management Plan and Student Code of Conduct* for the Board's review and approval;
- Assure District compliance with state and federal law;
- Publish and disseminate the Board-approved *Discipline Management Plan and Student Code of Conduct* on-line and in hard copy upon request;
- Provide support and professional development training to campus administrators on the Board-approved *Discipline Management Plan and Student Code of Conduct* and strategies to support students with behavior issues;
- Fulfill designated roles in due process and hearing procedures;
- Report certain disciplinary infractions to the Texas Education Agency (TEA) as required by the *Texas Education Code (TEC)*;
- Provide timely notice to campus administrators when notice is received that a student is required to register as a sex offender;
- Provide each certified employee with access of *TEC* Subchapter A, Chapter 37, and local District policy.
- Monitor disciplinary actions that result in days of removal in order to keep these days to a minimum.
- Ensure that there are sufficient school-based service providers to work with students and to implement tiered supports.

#### **Campus Administrators:**

- Assume responsibility for the distribution of the Board-approved *Discipline Management Plan and Student Code of Conduct*;
- Provide campus-based inservice to students and staff on the Board-approved *Discipline Management Plan and Student Code of Conduct*;
- Enforce the policies, rules, and regulations of the District, school and classroom including preventative and positive behavioral interventions through RTI.

- Ensure fair and impartial treatment of students in assigning consequences for disciplinary infractions including students with disabilities;
- Maintain an atmosphere conducive to respect and appropriate behavior good behavior;
- Monitor effective use of the RTI process and the implementation of behavior interventions and strategies to prevent and improve inappropriate student behaviors.
- Make a good faith effort to provide required written notice to the parent or guardian of any in- or out-of-school suspensions, referrals to a DAEP, expulsions, or when a student is taken into custody by a law enforcement officer, on the same day the action is taken;
- Promptly contact the parent or guardian by telephone or in person when a student is given an in- or out-of-school suspension, referred to a DAEP, expelled, or taken into custody by a law enforcement officer;
- Engage parents when their child is subject to disciplinary action.
- Monitor the delivery of differentiated instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Facilitate the resolution of school-related conflicts in a timely manner;
- Encourage parent/guardian participation in school affairs and actively promote open communications between parents/guardians and school personnel;
- Notify parents/guardians of receipt of a written report from a teacher of a violation of the *Discipline Management Plan and Student Code of Conduct*;
- Ensure compliance with appropriate timeframes and procedures for disciplinary due process rights;
- Refer students who have repeated disciplinary violations to an RTI, 504, or ARD committee to consider intervention strategies to address inappropriate behavior;
- Notify the appropriate law enforcement agency if there are reasonable grounds to believe that a crime has been committed;
- Inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense for which the student is removed to a DAEP or JJAEP of the conduct that resulted in the student's removal or expulsion and of a student required to register as a sex offender.

#### **Teachers:**

- Maintain an atmosphere conducive to good behavior;
- Develop, maintain, and communicate classroom guidelines and clear expectations for students;
- Maintain regular attendance and punctuality, and prepared to perform all duties using appropriate materials;
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
- Differentiate instruction to meet the needs of individual students in accordance with IEPs, accommodation plans, and other individualized programs;
- Notify parents of student progress and of significant changes in achievement or behavior;
- Notify the principal or appropriate administrator in writing of violations of the *Discipline Management Plan and Student Code of Conduct*;
- Implement high quality and differentiated structures and supports to teach and reinforce positive behavior expectations.
- Engage parents when their child is subject to disciplinary action.
- Adhere to district and campus policies and procedures;
- Notify a campus administrator when a crime is suspected.
- Establish and maintain open communications with parents;
- Maintain confidentiality upon notification that a student has committed an offense for which the student is placed in a DAEP or JJAEP.

#### **Students:**

- Read and adhere to the *Discipline Management Plan and Student Code of Conduct* and campus and classroom rules;

- Report to classes daily and on time, prepared with appropriate materials and assignments;
- Exhibit an attitude of respect toward individuals and property, and conduct themselves in a responsible manner;
- Refrain from making profane, insulting, threatening, or inflammatory remarks, engaging in disruptive conduct or cheating;
- Cooperate with school/district staff in investigations and all-school-related matters;
- Give parent/guardian a copy of all notices, including discipline notices, promptly;
- Return papers requiring a parent signature promptly;
- Pay required fees and fines in a timely manner, unless they are waived.

#### Parents/Guardians:

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel;
- Review the *Discipline Management Plan and Student Code of Conduct* and discuss the contents with their child;
- Create an account to access the Katy ISD on-line Home Access Center which provides access to campus e-News, MealpayPlus, on-line grades, District updates, etc.;
- Assist their child in selecting appropriate attire for school and school-related activities;
- Communicate with campus personnel regarding concerns about their child's educational progress or conduct;
- Maintain up-to-date home, work, and emergency telephone numbers at the school;
- Send their child to school each day on time except in the case of illness or extenuating circumstances;
- Ensure their child's immunizations are up-to-date according to state requirements and provide the school with documentation in a timely manner;
- Demonstrate courtesy and respect when communicating with school employees;
- Provide an appropriate area in the home for their child to use for study;
- Ensure their child's attendance at required tutorials;
- Be responsible for negligent, willful, or malicious conduct of their child;
- Be knowledgeable of state, district, and campus policies, regulations, and requirements;
- Supply all records required for enrollment;
- Submit the signed "Parent/Student Acknowledgment" card in a timely manner;
- Participate in meaningful conferences with school personnel regarding their child's academic progress, behavior, or general welfare.

activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's acquisition of required knowledge and skills; therefore, the student and parent should make every effort to avoid unnecessary absences.

Parents must call the attendance office the morning of a student's absence. As time permits, the school will call parents of students reported absent to verify the authenticity of the absence. A parent call or dated/signed note from the parent is required in order for the absence to be determined excused or unexcused. If questioning whether a predetermined absence will be considered excused or unexcused, please contact the attendance office prior to the absence in order to make an informed decision (when there is an option regarding the child missing school). Students returning to school after an absence should report to the attendance office to receive a permit to class. The permit will indicate to the teacher the reason for the absence and whether the absence was excused or unexcused based on the parent call, parent note, or appropriate documentation, as applicable.

If the student has an appointment with a health care professional and either commences classes or returns to school on the same day of the appointment, the student is not considered absent for attendance accounting purposes. The student cannot be penalized for such absence (health care appointment — partial day only) if a note from the doctor's office is provided and the student completes make-up work missed within the time allotted by the teacher. **Any time a student is absent and is seen by a health care professional, a note from the health care professional is always in the best interest of the student so that the absence can be specified as either a doctor (or health care) appointment (full day) or health care appointment (partial day) rather than for personal illness.** (See "Doctor's Note Required" regarding the impact of absences for personal illness.)

The District respects the beliefs of all religions and recognizes that there are faiths which require students/adults to abstain from school/work on holy days of obligation. A religious holy day alone does not entitle a student to be absent from class; however, if the tenets of the religious group designates that the observance of the religious holy day prohibits a student from attending class, the absence will be excused and will not be reported as an absence for ADA purposes provided a dated/signed note is sent to the attendance office, and the student completes all assignments as specified by the teacher.

#### Doctor's Note Required

Once a pattern of unexcused absences is established or if a student's absences for **personal illness** exceed five (5) consecutive days, or a total of eight (8) days in a six-month period, the student will receive an attendance warning letter. The letter will specify that for all future health-related absences the student shall present a statement from a physician or health clinic verifying the child was seen or the student may be taken to the school within the first hour of the school day to be assessed by the campus nurse in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class in order for the absence to be considered excused. If the student's symptoms persist beyond one day (other than for communicable illness), a campus nurse excuse cannot be issued and a doctor's note would be required for any subsequent days of absence. Students who are tardy and arrive after the first hour of the school day will not be considered for a nurse-excused absence.

#### Attendance Laws

Two state laws, one dealing with compulsory attendance (*Education Code 25.085*) and the other with attendance for course credit (*Education Code 25.092*), are briefly addressed as follows:

#### Compulsory Attendance

KATY ISD POLICY FEA (LEGAL) and (LOCAL)

State law requires a student between the ages of 6 and 19 to attend school, as well as any applicable accelerated instruction

## General Information

### Assault

#### KATY ISD POLICY FNCH (LEGAL)

Students are prohibited from assaulting anyone on school property or at any school-related event.

*Penal Code 22.01; Education Code 37.006*

Assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another. *Education Code 37.006(a)(2)(B); Penal Code 22.01(a)(1)*
2. Intentionally or knowingly, threatening another with imminent bodily injury. *Penal Code 22.01(a)(2); or*
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. *Penal Code 22.01(a)(3)*

For the definitions of aggravated assault, sexual assault and aggravated sexual assault refer to Board Policy FNCH (LEGAL).

### Attendance

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led

program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. (While students are not required to enroll in pre-kindergarten or kindergarten, once enrolled the students are required to attend school. TEC 25.085 and Board Policy FEA (LEGAL))

When a student between the ages of 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice (Compulsory Attendance Notification Letter – CAN) to the student’s parents, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and require the student to come to school. The notice will also inform the parent that the District will initiate truancy prevention measures and request a conference between school administrators and the parent. (The CAN letter along with an automated phone call will serve as the initiation of two TPMs.) These measures will include an attendance (behavior) improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social service. Any other measures considered appropriate by the District may also be initiated.

After a student age 19 or older incurs a third unexcused absence, the District will send the student a letter as required by law explaining that the District may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking the student’s enrollment, the District may implement an Attendance Intervention Plan (AIP). The student’s response to the plan will be considered by the District in determining future actions.

If a student ages 12-18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the student’s parent is subject to prosecution and the District may refer the student to truancy court.

The Executive Director for Campus Administrative Support serves as the District’s truancy prevention facilitator. If a parent has questions about his/her student and the effect of the student’s absences from school, the parent is advised to contact the campus principal or another campus administrator or the Executive Director for Campus Administrative Support.

### **Attendance for Credit**

KATY ISD POLICIES FEC (LEGAL) and (LOCAL)

In addition to compulsory attendance, a student must attend at least 90 percent of the days the class is offered in order to receive credit. A student who attends fewer than 90 percent of the days the class is offered will have his/her attendance record reviewed to determine whether there are extenuating circumstances for the absences and a plan may be created by the principal in order for the student to regain credit or be granted promotion if necessary. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

If credit or promotion continues to be jeopardized because excessive absences place the student’s attendance below 75 percent, the parent will be notified in writing. Upon receipt of this notification, the student, parent, or representative may request award of credit by submitting a written petition to the attendance review committee. Petitions may be filed at any time the student receives notice but no later than 30 days after the last day of classes.

The attendance review committee composed of at least two (2) classroom teachers and one (1) administrator will review appropriate documentation and impose specific conditions for awarding credit, if applicable. Additional members may be added to the committee, but the majority of the members must be classroom teachers. The committee will decide what type(s) of alternative learning activities will be assigned in order for the student to regain credit or be considered for promotion. The committee may assign more stringent requirements to a student who has accumulated excessive absences that are unexcused. The alternative learning assignments will be graded on a pass/fail basis. The academic grade earned in a course, by law,

shall not be affected by the completion of alternative learning activities. However, the student must earn a passing grade in order to receive credit.

If the final decision of the committee is to deny credit/promotion, the student or parent may appeal the committee’s decision to a district-level committee by submitting a written request for appeal to the Executive Director for Campus Administrative Support within five (5) business days of receipt of the committee’s decision. An appeal of a district-level committee may be appealed to the Board.

(See “Illness,” “Leaving Campus After Arrival,” “Make-up Work,” “Tardies,” and “Truancy” also.)

### **Bicycle Riders and Walkers**

Students who ride bicycles/scooters or walk to/from school must obey all traffic laws, crossing guards, and other adults. Students must walk bicycles/scooters while on campus. Bicycles and scooters should be secured with a lock at the bike racks; under no circumstances should these be brought inside the building. The school is not responsible for stolen bicycles or scooters. Students who ride bicycles/scooters or walk are expected to leave campus promptly after the dismissal bell. Motorized bicycles/scooters or any skateboards or roller blades are not permitted on campus.

### **Bullying**

KATY ISD POLICY FFI (LOCAL)

*Texas Education Code 37.0832* defines bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression, through electronic means, or physical conduct that:

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

The definition of bullying also includes cyberbullying.

(See “Cyberbullying.”)

The District has jurisdiction to take disciplinary action regarding:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publically or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - A. Interferes with a student’s educational opportunities; or
  - B. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Such conduct is considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct **and** interferes with a student’s education or substantially disrupts the operation of a school.

Bullying (as defined by *TEC 37.0832 above*) and other less severe forms of bullying/harassment that do not rise to the level as defined in this statute are not tolerated. Students should report incidents of bullying immediately. Failure to promptly report alleged bullying may impair an administrator’s ability to investigate and address the complaint. Retaliation of a person who, in good faith, reports an incident of bullying is also not tolerated.

## Reporting Process

If a student believes that he or she has experienced bullying or has witnessed bullying of another student in a setting over which the District has jurisdiction, it is important for the student or parent to report the alleged act or knowledge of the alleged act to a teacher, school counselor, principal, or another district employee in a position of authority as soon as possible. A failure to report alleged bullying in a timely manner may impair the District's ability to investigate the prohibited conduct to determine whether the allegations, if proven, would constitute bullying as defined by law and the District's legal policy at FFI. Reports of alleged bullying may be made orally or in writing. However, the principal or designated administrator shall document the allegations in writing and record the dates and circumstance of the interview on a district form created for this purpose.

The District will promptly notify the alleged victim's parents or guardians on or before the third business day after the date the incident is reported.

The District does not have jurisdiction over other situations occurring in the community even though an incident may involve students (including technology-related communications – such as emails, texting, Facebook, messages, etc. – containing threats, bullying, and/or harassment) unless there is a direct impact to the school setting. District personnel may, however, conference with students regarding inappropriate behavior and effective ways to resolve conflict.

## Investigation of Report

All allegations of bullying will be promptly investigated by the principal or designated administrator, and the investigation should be completed within ten (10) business days from the date the report is made unless extenuating circumstances make it necessary to continue to investigation beyond ten (10) business days. Parents shall be notified of the reason for the delay.

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

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. However, the Family Education Rights and Privacy Act (FERPA) prohibits the District from disclosing to anyone other than the student's parent or guardian what disciplinary actions, if any, have been taken against the student who engaged in bullying.

If upon completion of the investigation the principal or designated administrator determines that the alleged incident does not rise to the level of bullying, the District will proceed in accordance with the Student Code of Conduct in deciding what, if any, discipline should be assessed other documented prohibited conduct.

A parent or adult student (a student over 18 years old) who is dissatisfied with the outcome of the investigation may appeal through Board Policy FNG (LOCAL), beginning at the appropriate level. This policy is available in the District's Policy Manual on-line or a copy of the policy and appropriate form can be obtained at the campus level or from the office of the Associate Superintendent for Administration, Governance, and Legal Affairs.

The District prohibits retaliation by a student or employee against any person who in good faith reports makes a report of bullying, serves as a witness, or participates in an investigation.

(See "Cyberbullying" and "Harassment" also.)

## Bus Rules

Appropriate student conduct on school buses is vital to student safety. In order to promote safe transportation, students are expected to:

1. Observe same conduct expectations as in the classroom;
2. Enter the bus and immediately go to the assigned seat;
3. Talk in a normal tone of voice;

4. Remain seated and facing forward in the assigned seat until time to exit the bus;
5. Keep head, hands, feet, and other objects to oneself; avoid tampering with bus equipment;
6. Use acceptable language; obscene, profane, and/or unacceptable language and/or gesturing are prohibited;
7. Refrain from eating and/or drinking on the bus; keep the bus clean;
8. Refrain from throwing objects within the bus or out of the windows; and
9. Follow all rules outlined in the District's *Discipline Management Plan and Student Code of Conduct*, as well as safety rules, established by the driver.

Students should abide by the following safety rules related to boarding, riding, and exiting a bus:

1. Students will board and exit the bus in an orderly manner at the designated bus stop nearest his or her home;
2. Arrive at the bus stop five (5) minutes before the scheduled stop-time and wait a safe distance from where the bus stops. Three giant steps away from the stop is a good rule;
3. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position;
4. Students will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner;
5. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat; and
6. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus.

**Parents are responsible for supervision of their children at the bus stop area prior to the arrival of the bus, while the students are boarding, and after the bus departs from dropping off students.** Parents should also send a written note anytime there is to be a change in a student's bus stop or if a student is to ride a different bus. Such notes must be approved by a campus administrator prior to being presented to the bus driver.

When student misconduct occurs on a school bus transporting students to or from school or a school-sponsored or school-related activity:

1. The driver will attempt to redirect the behavior.
2. If the driver is unable to resolve the situation and the student's behavior interferes with the driver's ability to maintain effective discipline, the driver will refer the student to the campus administrator as soon as the driver completes his or her route; if the incident occurs after normal school hours, the driver will refer the student to the campus administrator not later than the morning of the next school day.
3. In the case of misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance and will notify the campus administrator, and the transportation director as soon as possible.
4. The campus administrator will address the student's misconduct in accordance with the Student Code of Conduct and may restrict or revoke a student's transportation privileges.
5. The campus administrator will notify the student's parent and the bus driver, if appropriate, of the action taken.

If a student's behavior disrupts transportation or is illegal, law enforcement officials will be notified. **Flagrant or repeated misconduct on the school bus will result in the loss of the privilege of riding the bus.** During periods of bus removal/suspension, a student may be arrested for or charged with trespass for boarding a bus. A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the

student's Individual Education Plan (IEP) or other individually designed program.

(See "Disruption of Transportation" also.)

## **Cellular Phones**

(See "Telecommunication Devices" for details.)

## **Cheating and/or Plagiarism**

Cheating shall be defined as giving or receiving information or help on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, accessing a teacher edition, or other examples of academic dishonesty. Using electronic devices to send or receive information as described above is also classified as cheating.

Plagiarism, the use of another's ideas or products as one's own, shall also be defined as cheating. Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using ideas and information.

The penalty for cheating will be a zero for work involved, and the student will be subject to other appropriate disciplinary action which may include lowering the conduct grade one level. In cheating offenses, all students involved shall be subject to disciplinary action.

## **Child Abuse/Neglect and Sexual Abuse**

### **KATY ISD POLICIES FFG (LEGAL)**

While any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is required by law to report the action, any professional is required to make such report within 48 hours after first suspecting abuse or neglect. A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential. A person acting in good faith who reports alleged abuse or neglect is immune from any civil or criminal liability.

Sexual abuse will, likewise, be reported. The District has developed methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of the likely warning signs indicating that a child may be a victim using a variety of resources and interventions and informing individuals about available assistance that a child victim may obtain including counseling options.

Students who are aware of any form of abuse or neglect should be encouraged to report the incident to any adult, including school employees such as a teacher, counselor, nurse, or administrator.

*Education Code 38.004 and 38.0041*

## **Classroom Observations**

(See "Visitors to the Schools" for details.)

## **Computer/Network/Internet Use**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. All students are provided with written guidelines pertaining to the responsible use of computers, the Internet, and the District's network system, and, in the case of students in grades 2-12, personal telecommunication devices. Students and their parents should pay close attention to the "Student Responsible Use Guidelines for Technology" (located at the back of this booklet) regarding use of these resources. A violation of any of the guidelines will result in the assignment of an appropriate disciplinary consequence and could result in the loss of computer access privileges. Examples of violations include, but are not limited to, using inappropriate language, copyright violations, deleting

or modifying files, changing computer settings without permission, or using another person's account.

Students and their parents should be aware that electronic communications (e-mail, blogs, wikis, and other communications within these tools) using District computers or personal telecommunication devices accessed during the instructional day are not private and may be monitored by District staff.

(See "Telecommunication Devices" for related information.)

## **Confiscated Items**

Items that are confiscated may normally be returned to the student at the end of the class period. Some items may be kept for a longer period of time, given to an administrator, or only returned to a parent/guardian, depending on the situation. Illegal items will be turned over to the Katy ISD police. It is the student's responsibility to claim confiscated items prior to the end of the school year. Unclaimed items will be disposed of prior to the beginning of the next school year. Efforts will be made to keep confiscated items secure; however, the District is not liable for confiscated items that are lost or stolen. Campus administrators will conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages, and will assess discipline as appropriate.

## **Controversial Issues**

(See "Controversial Issues" in the "Other Notifications to Parents" section on page xii.)

## **Criminal Charges or Classifications**

If a student is charged with a crime or engages in conduct punishable as or that contains the elements of a crime for which disciplinary actions are mandated by law, the student is disciplined based on the law enforcement officer's classification and/or the criminal charge(s) accepted by the county district attorney (DA). Certain offenses require mandatory removal to a disciplinary alternative education program (DAEP) and others require mandatory expulsion to a juvenile justice alternative education program (JJAEP). In some circumstances, a student may be arrested for an offense which initially requires mandatory removal to a DAEP; however, after completion of the criminal investigation, if charges are upgraded to an offense classified as an expellable offense, the school will be required to recommend expulsion based upon the officer's classification or charges being filed. Since school discipline does not have to meet the same standards of evidence as law enforcement, the disciplinary assignment is not reduced or dropped based on the outcome of the criminal case which might include a motion to dismiss, deferred adjudication, deferred prosecution, etc.

In addition, there are certain criminal charges which occur off-campus at nonschool-sponsored or nonschool-related events for which the District is required to remove the student from the regular classroom setting. Upon notification from a law enforcement agency that such a crime has been committed, the school will recommend appropriate disciplinary actions. If the charges for one of these off-campus offenses are later reduced or dropped and documentation of the reduction can be provided, the District will reconsider the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment.

(See "Deferred Adjudication/Deferred Prosecution" for related information.)

## **Cyberbullying & On-Line Harassment**

Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or other Internet-based communication tool. (See "Bullying.") Cyberbullying is bullying at a higher level because of the wider audience and ease with which information can be broadcast. Some of the methods of cyberbullying include pretending to be someone else online to deceive others, spreading lies and rumors about victims, using deception to obtain personal information from

others, sending or forwarding mean messages, and posting images of victims without their consent.

*Texas Penal Code 33.07* defines on-line harassment as when a person uses the name or persona of another person to create a Web page on or to post one or more messages on a commercial social networking site without obtaining the other person's consent and with the intent to harm, defraud, intimidate, or threaten any person. On-line harassment also occurs when a person sends an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any person without obtaining the person's consent, with the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication, and with the intent to harm or defraud any person.

Parents are encouraged to monitor their child's access on-line and through texting. Victims of cyberbullying and on-line harassment should report these occurrences to the appropriate authorities as soon as possible. Cyberbullying and on-line harassment that occurs in the school setting should be reported to campus administrators and will be disciplined accordingly. The District does not have jurisdiction over cyberbullying and on-line harassment that occur in the community and/or in the home setting. In these cases if the matter rises to the level of a crime, it should be reported to the local law enforcement agency. Only in those situations that occur in the community that result in disruption of the educational setting would the District have jurisdiction to discipline the students causing an on-campus disruption.

(See "Bullying" and "Harassment" also.)

## Damage to School Property

### KATY ISD POLICY FNCB (LEGAL)

A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least 10 years of age but under 18 years of age.

### *Family Code 41.001*

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

## Dating Violence

### KATY ISD POLICY FFH (LOCAL)

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors. Dating violence is considered prohibited harassment and will not be tolerated. While the school does not have jurisdiction in most off-campus, nonschool-related situations, affected students may seek assistance from campus counselors.

The District has developed a plan to address safety, enforce protective orders, train teachers and administrators, provide counseling for affected students and offer awareness education for students and parents.

(See "Harassment" and/or "Sexual Harassment" for related information.)

## Deferred Adjudication/Deferred Prosecution

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision. Deferred adjudication does not equate to "not guilty." Students placed on "deferred adjudication" will complete any disciplinary sanctions assigned.

Students arrested for and charged with a criminal offense may also be placed on deferred prosecution. Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision. (See "Criminal Charges" for related information.)

## Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability or any other basis prohibited by law that negatively impacts the student. See section on Harassment for reporting procedures.

## Disruption of Activities

### KATY ISD POLICIES FNCI (LEGAL) AND GKA (LEGAL)

No person or group of persons acting in concert may intentionally engage in disruptive activity on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration so that a person attempting to participate in the assembly is unable to participate due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur;
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; and
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

Conduct by students either in or out of class which for any reason — whether because of time, place, or manner of behavior — materially disrupts classwork or involves substantial disorder or invasion of the rights of others is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

## Disruption of Classes

### KATY ISD POLICIES FNCI (LEGAL) and GKA (LEGAL)

For purposes of this rule, "school property" shall include the public school campuses or school grounds or buildings used by the District schools for assemblies or other school-related activities, and "public property" includes any street, highway, alley, public park, or sidewalk. No person shall be permitted, on school property or on public property within 500 feet of school property, to intentionally disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct which disrupts the educational activities of a school includes:

1. Emissions by means of noise of an intensity that prevents or hinders classroom instruction;
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend;
3. Prevention or attempted prevention of students from



attending classes or other school activities that students are required to attend; and

4. Entrance into a classroom without consent of either the principal or the teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

*Education Code 37.124*

## Disruption of Transportation

### KATY ISD POLICY CNC (LEGAL)

Any person other than a primary or secondary grade student who intentionally disrupts, prevents, or interferes with the lawful transportation of students to and from school on a vehicle owned or operated by the District or to or from activities sponsored by a school on a vehicle owned and/or operated by the District shall be guilty of a misdemeanor. It is an exception to the application of the offense that, at the time the person engaged in the prohibited conduct, the person was younger than 12 years of age. *Education Code 37.126*

If the illegal act is conducted through use or exhibition of a firearm, the person shall be guilty of a felony. *Education Code 37.125*

## Distribution of Materials

Approval of the campus principal or designee must be obtained prior to distributing to students or posting written materials on school property. Decisions regarding the appropriateness of materials will be consistent with the criteria and timelines specified in Board Policies FMA, FNAA, and GKDA and according to whether the materials are for a curriculum-related or noncurriculum-related group. The principal or designee shall determine the time, place, and manner for distribution of information or notices regarding meetings and activities for curriculum-related and school-sponsored groups/organizations. Approved materials for noncurriculum-related groups will be placed/posted in a designated area accessible to students.

Only announcements pertaining to curriculum-related and school-sponsored meetings/events will be made over the school's public address system. Students distributing materials without permission will be assessed a disciplinary consequence as appropriate.

Each campus has a location designated for the distribution of nonschool-related materials for nonprofit organizations that have obtained District approval. This information (community flyers) can also be found on the campus and District Web site.

The District prohibits the distribution of nonschool-related materials to students for "for-profit" businesses/groups.

Birthday invitations are classified as nonschool-related materials and may not be distributed to students at school since no other flyers from "like" groups are allowed to be directly distributed to students.

(See "Publications — Nonschool, by Students" and "Publications — Student Speech" for additional information and Board Policy GKDA for nonschool literature by nonstudents.)

## Dress Code

### KATY ISD POLICY FNCA (LOCAL)

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to conform to a reasonable dress and grooming code. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply.

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. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL).

The principal at each campus is authorized to determine the suitability of student attire and grooming, within the expressed wording and intent of this policy and in regard to exceptions necessary to address medical or safety concerns or adhere to religious practices. The principal is also the person designated as the person responsible for enforcing this policy at the campus level. Principals at individual campuses are authorized to publish and enforce additional rules that are felt to be necessary to maintain a safe and orderly learning environment.

If the principal determines that a student's clothing or grooming violates the District's dress code, the student shall be given an opportunity to correct the problem at school or in some cases the parent may be given the option to correct the problem, i.e. granting permission for the student to shave. If the problem is not corrected, the student shall be assigned to in-school-suspension for the remainder of the day or until the problem is corrected. Repeated offenses will result in more serious disciplinary action.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extra curricular activity, may regulate the dress and grooming of the students who participate in the activity. Students who violate these standards 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.

(See the dress code chart on page vii for additional info.)

## Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form signed by the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can request the required form at the home campus; however, **the student should allow campus personnel at least three (3) days to verify the student's compliance with the 90 percent rule.**

## Drug/Alcohol Use/Abusable Volatile Chemicals

### KATY ISD POLICY FNCF (LEGAL), FNCF (LOCAL), FOC (LEGAL), and FOD (LEGAL)

No student shall, during any school term and while on school premises or off school premises at a school-sponsored activity, function, or event, sell, give, deliver, use, possess, or be under the influence of any amount of:

1. Marihuana or a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or by 21 USC 801, et. seq.;
2. A dangerous drug, as defined by Chapter 483, *Health and Safety Code*; or
3. An alcoholic beverage, as defined by Section 1.04, *Alcoholic Beverage Code*.

*Education Code 37.006, 37.007*

In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or other volatile chemical with intent to inhale, ingest, apply, or use them in a manner:

1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

*Health & Safety Code 485.031*

No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or other substance that contains a volatile chemical. *Education Code 37.006; Health & Safety Code 485.033*

In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol [see FNCF (LEGAL)], the District prohibits:

1. The possession, use, or transmittal of paraphernalia related to any prohibited substance; and

2. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.

Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation program.

## Drug-Free School Zone

### KATY ISD POLICY FNCF (LEGAL)

Section 481.134 of the *Texas Health and Safety Code* provides that certain drug-related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased to a school district or a playground or on a school bus. In addition to referring a student who commits a drug-related crime for criminal prosecution, the District will consider such acts to be school-related misconduct and may discipline the student for the misconduct in accordance with the provisions of the *Discipline Management Plan and Student Code of Conduct*. For example, a controlled substance, that would normally be classified as a Class A misdemeanor if found in the community, may be classified by the county district attorney as a felony when it is found on school property because of the Drug-Free School Zone statute. (Misdemeanor drug offenses are disciplined at Level IV, and felony drug offenses are disciplined at Level V.)

The specific drug-related crimes include but are not limited to possessing, manufacturing, delivering, or possessing with the intent to manufacture or deliver a controlled substance.

## Drug Paraphernalia

Students are prohibited from possessing any form of drug paraphernalia on school property or at school-sponsored activities or events. Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

## Extracurricular Activities

### KATY ISD POLICY FM (LEGAL)

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, however, is a privilege, not a right.

For extracurricular activities that require tryouts, all students, regardless of disability, have the same access to meet the tryout eligibility requirements. Those students who meet the eligibility requirements are allowed to tryout and are held to the same performance standards during the tryout. The District provides appropriate accommodations for disabled students through 504, special education, or RTI; however, these accommodations cannot result in an alteration or change in the qualifying standards of performance of the extracurricular activity.

All students participating in extracurricular activities are expected to adhere to the District's *Discipline Management Plan and Student Code of Conduct*. However, sponsors and coaches of extracurricular activities, including but not limited to: honor societies, student council, interscholastic athletics, cheerleaders, dance teams, theater art groups, choirs, and marching bands, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. These higher standards are outlined in each extracurricular group's guidelines/constitutions. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Such behavior standards shall be approved by the principal and the Superintendent or designee before they are communicated to students. Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics, cheerleaders, dance team, and marching band, at the time the students report for workouts

or practices that occur prior to the actual beginning of classes. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Organizational standards of conduct of an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of conduct that are also violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organizational standards of conduct of an extracurricular activity or for violation of the Student Code of Conduct. Disciplinary infractions may also result in a student's removal or limited participation in an extracurricular activity if the disciplinary action or level of offense violates the higher standards of conduct specified by the student's extracurricular contract.

Administrators and sponsors are expected to discipline students according to established rules.

## Fighting/Physical Contact/Assault

Physical contact will not be tolerated on school property or while attending a school-sponsored or school-related event on or off school property. If an individual is physically confronted by another student, the individual should avoid striking back and find an adult or administrator that can handle the situation. Regardless of who starts a fight, if both students participate, both students will be disciplined accordingly. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention unless there is documented evidence that the student could not flee. Anytime one person makes physical contact with another with the implied intent to harm, the act — depending on the severity — may be considered "physical contact," "assault by contact," or "assault with bodily injury." However, at the point when the receiver of the physical contact retaliates, the infraction then becomes "disorderly conduct/fighting in public" for both students. If a police officer is called, both students involved will be ticketed for the same offense, as appropriate.

## Firearm — Defined

### KATY ISD POLICY FOD (LEGAL)

"Firearm" is defined as:

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

In accordance with the Gun-Free Schools Act, the District shall expel from the student's regular program, for a period of one year, any student found in violation of this Act.

[See "Firearms (Exhibition of)" and "Weapons" also.]

## Firearms (Exhibition of)

### KATY ISD POLICIES FNCG (LEGAL) and FOD (LEGAL)

Students are prohibited from using, or exhibiting threatening to exhibit or use a firearm in a manner intending to cause

alarm or personal injury to another person or to damage school property in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school, or of a vehicle owned or operated by the District being used to transport children to or from school-sponsored activities. Students in violation will be disciplined as required by state law.

Students may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus or while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department. Additionally, students are not authorized to bring a firearm on school property to participate in or prepare for one of these purposes. *Texas Education Code 37.007*

(See "Firearms -- Defined" and "Weapons" for additional information.)

### **Gambling — Defined**

"Gambling" shall be defined as participating in games of chance for money and/or other things of value. Students guilty of gambling will be subject to appropriate consequences as outlined in this *Discipline Management Plan and Student Code of Conduct*.

### **Gang — Defined**

A gang is defined as any group of three or more individuals having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal acts or acts that violate school district policies or the *Discipline Management Plan and Student Code of Conduct*.

### **Gang-Free Zones**

See the "Gang-Free Zones" notice on page xiii for information regarding the areas designated as gang-free zones, as well as the persons, offenses, and consequences for which these zones apply.

### **Gang-Related Behaviors/Activities**

Gang-related behaviors and activities, such as hand signals, gang signatures, mottoes, graffiti, and the wearing of gang-related insignia and flags, etc., disrupt the school environment and educational process and cause intimidation of other students. To protect the safety of all students, to encourage regular attendance, and to ensure the progress of the educational process, such behaviors and activities are prohibited.

### **Graduation**

Students are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. In addition to removal from the graduation ceremony, a conference with the principal may be required to obtain a diploma.

Senior students who are assigned to a DAEP or JJAEP and complete their full assignment prior to or on the day of graduation and who meet all requirements for graduation may walk at the commencement ceremony and receive a diploma from the District. Senior students whose DAEP or JJAEP assignment extends into the next school year may not walk at the commencement ceremony even if all graduation requirements are met; however, their disciplinary assignment ends when graduation requirements are met even though the full assignment has not been served. While they may not walk at the commencement ceremony, they will receive their diploma from the District.

Students classified as seniors, who attend school and take and pass required courses and exams, have a legitimate expectation that they will receive a high school diploma. However, students have no constitutional right to receive their diplomas at a specific graduation ceremony. "Walking across the stage" at graduation is both exciting and memorable, but participation in a graduation ceremony is not a protected right. Katy ISD can restrict participation for any rational reason. *Williams v. Austin*

*Independent School District 796 F. Supp. 251 (W.D. Tex. 1992)*

### **Graffiti — Defined**

"Graffiti" is defined as any markings, including inscriptions, slogans, drawings, or paintings made on tangible property. Regardless of the amount of damage caused, when graffiti occurs on a school through the use of aerosol paint, indelible marker, or an etching or engraving device, the offense becomes a state jail felony [*Penal Code 28.08(d)*] and is disciplined at Level IV as required by state law [*Texas Education Code 37.006*]. Graffiti that does not rise to a felony level will be disciplined at Level III.

### **Guests at Social Events**

The *Discipline Management Plan and Student Code of Conduct* applies to students and guests, as applicable, attending school-sponsored/school-related social events. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

### **Hacking**

Hacking is defined as intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes or of another student's personal telecommunication device. Hacking and other inappropriate use of the District's computer systems or of another student's personal telecommunication device are prohibited and are addressed in the "Student Responsible Use Guidelines for Technology" found at the back of this booklet.

### **Harassment**

KATY ISD POLICIES FFH (LEGAL) and (LOCAL)

All students and employees should be treated with courtesy and respect. Students should avoid any behaviors known to be offensive, and stop these behaviors when asked or told to stop.

Students shall not engage in prohibited harassment which is motivated by race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law, including dating violence. This prohibition applies whether the conduct is by word, gesture, or any other inappropriate conduct. The term "harassment" includes repeated, unwelcome, derogatory, and offensive language, name calling, slurs, jokes, or other oral, written, graphic, or physical conduct directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation that creates an intimidating, hostile, or offensive educational environment. Harassment also includes, but is not limited to, threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Students who believe they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee with the authority to take action. Failure to promptly report this type of prohibited conduct may impair the District's ability to investigate and address the allegations. The report may be made orally or in writing by the student or the student's parent or guardian. The principal or designated administrator will then write oral reports on the district form created for this purpose.

Upon receiving a report of prohibited conduct as defined by Board Policy FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by policy. If not, the District will refer to Board Policy to determine if the allegations, if proven, would constitute bullying, as defined by law and Board Policy FFI. If the alleged prohibited conduct, if proven, would constitute bullying as defined in law, an investigation of bullying would also be considered.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct. In the event

alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take appropriate disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

All parties will be notified of the outcome of the District's investigation within the parameters and limits allowed under the Family Education Rights and Privacy Act (FERPA).

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

(See "Bullying," "Cyberbullying & On-Line Harassment," "Hazing," and "Sexual Harassment" for related information.)

## Hazing

### KATY ISD POLICY FNCC (LEGAL)

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above; or
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code. *Education Code 37.151*

Any teacher, administrator, or other person employed by the District, or any student who observes any other student engaged in any form of hazing, or who has reason to know or suspect that a student or students intend to engage in hazing, shall

report that fact or suspicion to the principal. Failure to do so is a violation of state law.

(See "Bullying," "Harassment," and "Sexual Harassment" for related information.)

## Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If a student has been assessed by the campus nurse and the findings indicate the presence of "live lice," the parent is called to pick the student up. When the parent arrives, the campus nurse will discuss treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent needs to bring the student back to the campus nurse to be cleared to go back to class. If any live lice are found in the child's hair, he/she will be sent home until no evidence of "live lice" exists. Nit (lice eggs) removal, though tedious, is the most effective way to eliminate lice.

More information on head lice can be obtained from the TDSHS at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm> or <http://www.katyisd.org> under the Health Services tab.

## Illness

Students who become ill at school are sent to the clinic for evaluation by the campus nurse. The campus nurse will call the parent if a student needs to go home or needs to talk personally to the parent. An ill student must leave school through the clinic. Parents should remind their child(ren) to ask a teacher to send him/her to the clinic if he/she is not feeling well, and the campus nurse will call the parent. It is essential that such students leave through the clinic for purposes of attendance accounting and student safety.

To help control the spread of communicable diseases, the following health measures should be followed:

1. Remind your child to practice good hand-washing techniques at all times and to avoid drinking from bottles, cans, or glasses after other people;
2. Keep your child at home if he or she is exhibiting signs and/or symptoms of illness — but not as a preventative measure. Do not send a sick child to school just to take a test; performance is generally lower when a child is ill;
3. Keep your child at home if he/she has a fever of 100 degrees or higher, is vomiting or has diarrhea. Students must be symptom free for at least 24 hours without preventative medication. (For a student sent home from the clinic, at a minimum, the 24-hour rule begins when the student is signed out from school.);
4. Encourage students to dress appropriately for the activity and weather conditions;
5. Set a routine which allows adequate rest and sleep; and
6. Let the campus nurse know if your child has been diagnosed with any communicable disease.

## Interrogations and Searches

### KATY ISD POLICIES FNF (LEGAL) and (LOCAL)

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

School officials may search a student's outer clothing, pockets, or property if the official has reasonable suspicion to believe that the student possesses contraband or a prohibited item, or by securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent.

A search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation; and

2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Areas such as lockers, which are owned by the District and jointly controlled by the District and the student, may be searched if reasonable suspicion exists to believe that contraband is inside the locker. Students should not have an expectation of privacy in areas such as lockers and desks owned by the District. Students are responsible for the security of their lockers, for all items in their lockers, and for making sure that their combination is not available to others. Students who are careless with their combination or share it with friends increase the risk of property loss and possession of prohibited items.

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. However, trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion.

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol. Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials regardless of whether or not a student is present. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action.

(See "Questioning of Students," "Questioning of Students by Outside Authorities," and "Search of Property and Students" for related information.)

## Jurisdiction

The District has disciplinary authority over a student:

1. During the regular school day and at any time on school property;
2. On a publically or privately owned school bus or vehicle being used for transportation of students to or from school or school-sponsored or school-related activity;
3. While participating in or attending any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location, including retaliation against a school employee or interfering with a school-related activity;
5. For any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
6. Who commits any offense, including off-campus felonies, as provided by *Education Code 37.006, 37.0081, or 37.121*;
7. Who commits certain offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line; and
8. When the student is required to register as a sex offender.

School property is defined as any property belonging to the District.

**It is the parents' responsibility to supervise their children at the bus stop or while walking or riding bicycles to and from school. When crimes occur in the community while students are waiting at the bus stop or walking to and from school, it is preferred that parents contact the local law enforcement agency for intervention.**

Similarly, the District does not have jurisdiction over other situations occurring in the community even though an incident may involve students (including technology-related communications—such as emails, texting, Facebook messages, etc.—containing threats, bullying, and/or harassment) unless there is a direct impact to the educational setting. District personnel may, however, conference with students regarding inappropriate behavior and effective ways to resolve conflict. In most cases if the matter rises to the level of a crime, it should be reported to a local law enforcement agency.

## Leaving Campus After Arrival

Once a student arrives on campus (regardless of the mode of transportation), the student cannot leave campus without obtaining permission from the attendance office. Students who become ill at school and desire to go home must go to the clinic. The campus nurse will determine if the student should go home and notify the parent/guardian.

The District is committed to the protection of students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day.

Parents requesting that a student be allowed to leave the campus for medical or family matters must request, in writing or by personal contact, the approval of the principal or designee.

Any student who needs to leave campus during the school day must be officially signed out by an authorized person (unless the student is an adult or the student drives a car to school and has written authorization from a parent/guardian) through the designated office prior to leaving campus. An authorized person is one who is a parent/step-parent/guardian, one who has written authorization from the student's parent/guardian, or one who is authorized by a legal order to take possession of a student.

The procedures controlling the release of a student from school during the school day are as follows:

1. When checking a student out of school, an authorized person must report to the attendance office or front office and wait in the designated area for the student to arrive.
2. Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required of the person authorized to take a student from school.
3. The student should remain in the classroom to maximize instructional time until the person picking him/her up arrives in the office. School personnel or student aides will inform the student when it is time to come to the office.
4. High school students who have a car on campus must obtain an early dismissal pass from the office to leave campus during the school day. These students shall check out through the appropriate office before leaving the campus.

High school students should remove all items needed during the school day from vehicles parked on campus when they arrive in the morning. Students are prohibited from being in the parking lots except upon their arrival and dismissal from school. Students who return to a vehicle during the school day may be disciplined and may be subject to having the vehicle searched.

Students who leave campus at any time without parental permission and administrative approval shall be considered truant and will be subject to disciplinary action.

(See "Truancy" also.)

## Loitering

Students who are not scheduled to meet with a teacher or participate in a group activity under the supervision of a sponsor should not loiter on the campus before or after school hours. Teachers are assigned before and after school duty to supervise the arrival and departure of students only. It is the parents' responsibility to provide appropriate supervision for students before, during and after school so that they are kept safe. Students who loiter can be charged with or arrested for trespassing.

Likewise, students should not be on the grounds of another school while that school is in session or during the thirty minutes before or after the instructional day which could interfere with arrival and dismissal procedures.

(See "Trespassing" for details.)

## Lost and Found

Students should frequently check the "Lost and Found" for items that are missing. Campuses may routinely dispose of unclaimed items throughout the school year due to lack of storage space. All campuses will dispose of unclaimed items shortly after the end of the school year.

## Lunch Visitors

(See "Visitors to the Schools" for details.)

## Make-up Work

Elementary students are permitted to make up work missed due to absences for any reason (excused, unexcused, or truancy) and receive the actual grade earned. Secondary students who have excused or unexcused absences (except those for truantries) will be permitted to make up regular coursework assigned by the teacher and receive the actual grade earned. Secondary students who are truant will be allowed to make-up work; however, a maximum grade of 70 will be recorded for the completed assignment.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

## Medicine at School

All medications (prescription and nonprescription) brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school as long as the medication is not a controlled substance. Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours unless officially authorized by the campus nurse for possession and self-administration of a prescription medication for asthma, anaphylaxis, or diabetes. The following procedures are to be followed regarding medications:

1. All prescription drugs dispensed through a physician's office must be in their original pharmacy container or packing and labeled by the pharmacist or physician. The label must include:
  - a. The student's name.
  - b. The physician's name.
  - c. The name and strength of the drug.
  - d. Amount of drug to be given.
  - e. Frequency of administration.
  - f. Date prescription was filled.
2. All nonprescription drugs must be in their original container. The written request for administration of these over-the-counter drugs, made by parent, guardian, or physician, must contain the following:
  - a. Full name of student.
  - b. Name of drug.
  - c. Amount of drug to be given.
  - d. Scheduled hours when the drug is to be given.
  - e. Reason drug is to be given.
  - f. Date.
  - g. Appropriate signature.
3. All prescription and non-prescription drugs to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent/guardian requesting this service.
4. All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a written request, signed and dated by a parent or legal guardian.
5. Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
6. There shall be no more than one drug per properly labeled container.
7. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by appropriate school authorities in advance.
8. Students may not be in possession of prescription or non-prescription medications during school hours or at school-sponsored or school-related activities, on or off campus. Exceptions must be approved by appropriate school authorities in advance.

9. Natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel.

10. In accordance with the Texas Nurse Practice Act, Rule 217.11, the campus nurse has the responsibility and authority to clarify any medication order with appropriate licensed practitioner and/or refuse to administer medication that, in the nurse's judgment, is not in the best interest of the student.

In addition, first aid-type creams, ointments, eye drops, and cleansing aides (i.e. hydrogen peroxide, rubbing alcohol) are available in the clinic. If a student brings these types of items to school for use during the school day, the items must be brought to the clinic to be dispensed using the above guidelines.

When a cycle of prescription medication is completed or at the end of the school year, a parent or parent's adult designee must pick up any excess prescription medication from school. The parent may give written permission for the medication(s) to be destroyed at school.

If authorization is given by the parent/guardian to transport medication home on the *Administration of Medication at School* forms (less than 15 days or more than 15 days), then the *Disposition of Excess Medication* form will not be necessary (Administrative Regulation FFAC).

(See "Prescription/Nonprescription Drugs" also.)

## Miranda Warnings

State law that applies to law enforcement officers in interrogating juveniles does not apply to public school administrators in their enforcement of discipline. Miranda warnings do not apply to school disciplinary proceedings.

## Personal Property

The District discourages students from bringing items of value to school regardless of whether they are prohibited or not (i.e. expensive clothing items or jewelry, cameras, MP3 players, iPods, and large amounts of money). Students choosing to bring these items to school must understand that they can be disciplined for those which are prohibited and that the school cannot be held accountable for any of these type items if they are damaged, lost, or stolen. Campus administrators will conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages, and will assess discipline as appropriate. Personal property may be confiscated based on the item and situation and may be returned to the student at a designated time or upon the completion of an investigation; however, prohibited items will be confiscated and will, if not an illegal item, only be returned to the parent/guardian. Illegal items and items designated as evidence will be turned over to the Katy ISD police.

## Physical Restraint

### KATY ISD POLICY FO (LOCAL)

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

1. Protect a person, including the person using the physical restraint, from physical injury;
2. Obtain possession of a weapon or other dangerous object;
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or impose disciplinary measures;
4. Control an irrational student; or
5. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law [see FOF(LEGAL)].

## Plagiarism

(See "Cheating and/or Plagiarism.")

## Police Intervention

The District reserves the right to refer any student, regardless of age, to law enforcement (Katy ISD Police Department or other law enforcement agency) if the District suspects that a student has broken the law. This referral may be in addition to any school disciplinary action taken against the student.

The District cannot prevent a parent from calling the police regarding a situation involving their child. In addition, if a parent requests that police be called in a matter occurring at school related to their child, an administrator will contact the Katy ISD Police. It is up to a police officer to determine if an offense warrants police action.

## Possession

“Possession” means actual care, custody, control, or management. In regard to drugs and alcohol, a student may also be considered in possession by means of consumption. A student shall be considered to be in possession of any substance or object prohibited or regulated by this Student Code of Conduct if the substance or object is:

1. On the student’s person or in the student’s personal property, including but not limited to the student’s clothing, purse, bookbag, backpack, or briefcase;
2. In any private vehicle driven by the student to or from school or school-related activities, including but not limited to, an automobile, truck, motorcycle, or bicycle; or
3. In any school property used by the student, including but not limited to, a locker or a desk.

Additionally, a student’s self-admission to the possession of a prohibited substance or object at school or at a school-related activity is considered to have been in possession for the purpose of assessing school disciplinary consequences. Students should be cautious about holding on to items, distributing items, or placing items in their lockers for other students.

(See “Vehicles on Campus” also.)

## Prayer

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

## Prescription/Non-Prescription Drugs

All medications (prescription and nonprescription) brought to the school must be taken to the school clinic immediately upon arrival. No student shall have non-prescription (over-the-counter medicine including cough drops/throat lozenges) or prescription drugs in his/her possession on school grounds during school hours unless officially authorized by the campus nurse for possession and self-administration of a prescription medication for asthma, anaphylaxis, or diabetes. All medication will be stored and dispensed in the school clinic, and all medication must be in a properly labeled container with one medication per container. Students may transport prescription/nonprescription medication to and from school as long as the medication is not a controlled substance.

A student found in possession of a medication **currently** prescribed for the student (except as noted above) is in violation of established District procedures and is subject to disciplinary action at Level II. Possession of a non-prescription drug is also a Level II offense.

A student who sells, gives, or delivers a non-prescription drug or nonregulated synthetic substance to another student or who possesses or uses a non-prescription drug or nonregulated synthetic substance shall be subject to disciplinary action as a Level III offense.

**A student who sells, gives, or delivers a prescription drug (controlled substance/dangerous drug) to another student; a student who attempts to sell, give, or deliver a prescription drug; a student who is in possession of a prescription drug belonging to someone else, including a parent, or a person in possession of their own noncurrent prescription drug commits a Level IV offense and will be placed in an appropriate**

**disciplinary alternative education program (DAEP). If an officer classifies the action as or charges the student with a felony, the student will be expelled by state law and placed in a Juvenile Justice Alternative Education Program (JJAEP). In simple terms, when a student sells, gives, delivers, etc. his/her own prescription drug which is a controlled substance/dangerous drug, it becomes an illegal substance. Likewise, when a student uses or possesses someone else’s prescription drug, it becomes a controlled substance/dangerous drug; therefore, illegal because the student does not have a prescription.**

**If a student takes more than the recommended dosage of his/her own medication or any other substance (regardless of whether it is a nonprescription drug, nonregulated synthetic substance, etc.) that results in a ticket or arrest for public intoxication or a similar charge, the student will be disciplined at Level IV.**

**Natural and/or homeopathic-like substances, not FDA approved, and dietary supplements are prohibited at school and will be treated as non-prescription drugs for disciplinary purposes as stated in this section.**

(See “Medicine at School,” “Possession,” “Public Intoxication,” “Under the Influence,” and “Use—Defined” for related information.)

## Prohibited Items

**Students who unintentionally bring to school a prohibited item, which is not illegal, may turn in the item to a staff member without disciplinary consequences if this is done before the item is discovered or reported by a staff member or another student. This option applies only to the first time the prohibited item is accidentally brought to school. The second time the prohibited item is brought to school, the item will be confiscated and the student disciplined according to the type of item brought to school.** Confiscated items, which are not illegal, will only be returned to the parent/guardian. Illegal items and items designated as evidence will be turned over to the Katy ISD police.

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, cigarettes, e-cigarettes and any component, part or accessory for an e-cigarette device or accessory to vaping;
- Devices designed to emit an electrical shock (such as a TASER).

## Public Displays of Affection (PDA)

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays could be defined as kissing, embracing, and/or other forms of physical fraternization.

## Public Intoxication

Public intoxication is defined as “a person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.” Students ticketed for public intoxication of marijuana, a controlled substance, a dangerous drug, or alcohol shall be disciplined at Level IV for being under the influence. A student who takes more than the recommended dosage of his/her own medication or any other substance (nonprescription medicine, nonregulated synthetic substance, etc.) and is ticketed or arrested for public intoxication shall also be disciplined at Level IV.

(See “Possession,” “Prescription/Nonprescription Drugs,” “Under the Influence,” and “Use” for related information.)

## Publications — Nonschool, by Students

KATY ISD POLICIES FNA (LEGAL) and (LOCAL)

Activities such as distribution of literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. The District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or
3. The District can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control. Distribution is defined as the circulation of more than ten (10) copies of material from a source other than the District. Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with policy may be made available. Campus principals may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas. Birthday and other party invitations **may not** be distributed in any quantity at school because they create a disruption to the educational environment.

All written material over which the school does not exercise control and that is intended for distribution to students shall be submitted to the building principal or designee for prior review according to the following procedures:

1. In order to be considered for distribution, materials shall include the name of the organization or individual sponsoring the distribution.
2. Using the standards below, the principal or designee shall approve or reject submitted material within two (2) school days of the time the material is received.
3. The student may appeal the principal’s decision in accordance with FNG (LOCAL), beginning at Level Two.

Nonschool materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence; and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the nonschool literature would result in material and substantial interference with school activities or the rights of others.

Students who fail to follow the procedures for submitting material for approval shall face disciplinary action. Appropriate law enforcement officials shall be called when someone other than a student refuses to follow the procedures for submitting materials and fails to leave the premises when asked.

(See “Distribution of Materials” and “Publications—Student Speech” for related information and Board Policy GKDA for nonschool literature by nonstudents.)

## Publications — Student Speech

KATY ISD POLICY FMA (LEGAL)

The District’s educators shall exercise editorial control over style and content of student speech in school-sponsored

expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns.

The District may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of the school.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates the school with any position other than neutrality on matters of political controversy.

(See “Distribution of Materials,” “Publications — Nonschool” for distribution of nonschool literature by students, and Board Policy GKDA for distribution by nonstudents.)

## Questioning of Students

There is no legal right on the part of a parent to be notified or to be present when students are in conversation with or being questioned by school officials concerning school-related behaviors or concerns. Students are not legally entitled to be read their rights (“Miranda Warnings”) when being questioned by school officials concerning school-related behaviors or concerns.

## Questioning of Students by Outside Authorities

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

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school;
2. **The principal ordinarily shall make reasonable efforts to notify the student’s parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified. Failure or inability to notify the parents or other persons having lawful control of the student will not ordinarily prevent or delay questioning by law enforcement officials;**
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party’s presence, the interview shall be conducted without that person’s presence; such as in a case including a criminal investigation;
4. It is the police officer’s responsibility to inform the student of his/her rights (Miranda Warning) when required by law. Once a police officer begins questioning a student, all responsibility for such questioning rests with the police officer.

It should be noted that, when Katy ISD police officers are working with school officials or on their behalf to investigate school-related behaviors or concerns, students are not generally entitled to be read their rights (“Miranda Warnings”) unless the students are under arrest during such questioning.

Katy ISD will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, warrant, or directive to apprehend, or who is willing to take the child into custody and remove the child from campus for investigation regarding a nonschool-related matter under *Texas Family Code 52.01*. In case of removal from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. However, absent one of these provisions, school personnel will request that, prior to allowing an interview for nonschool-related matters, parental permission must be obtained.

**Katy ISD will also not impede a CPS investigation and will allow CPS case workers or law enforcement officers to question students related to a reported claim of child abuse.**



## Recess

Recess is not viewed as a reward but as a necessary educational support component for all children. Students should not be denied recess so they can complete class work or as a means of punishment.

## Reporting Crimes

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

## Reports to Law Enforcement

In accordance with Board Policy GRA (LEGAL), a principal or designee is required to make reports to local law enforcement authorities when there are reasonable grounds to believe that a student has engaged in any of the following activities that occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, without regard as to whether the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed in *Government Code 508.149*; deadly conduct, as described by *Penal Code 22.05*, or a terroristic threat, as described by *Penal Code 22.07*. [See GRA (EXHIBIT)]
2. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by chapter 481, *Health and Safety Code*.
3. The possession of any of the weapons or devices listed in *Penal Code 46.01(1)-(14)* or *(16)*. [See FNCG (LEGAL)]
4. The possession of a weapon as defined by *18 USC Section 921*, in accordance with the Gun-Free Schools Act. [See FOD (LEGAL)]
5. Conduct that may constitute a criminal offense under *Penal Code 71.02*, Engaging in Organized Criminal Activity. [See GRA (EXHIBIT)]
6. Conduct that may constitute a criminal offense for which a student may be expelled under *TEC 37.007(a), (d), or (e)*.

The report shall include the name and address of each student the person believes may have participated in the activity, but is not required if the person reasonably believes that the activity does not constitute a criminal offense.

*Education Code 37.015, 37.007(e)*

## Safety

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

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

## Scholastic Penalties

The penalty for cheating will be a zero for the work involved. A reduction in the conduct grade may also be given. Students absent from class for unexcused reasons and those students removed from their regular classroom setting for disciplinary purposes will be allowed to make up assignments. All work satisfactorily completed following the absence/removal will receive a grade if the work is completed within the timeframe designated by the teacher.

## Search of Property and Students

School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe the students may be in possession

of drugs, weapons, alcohol, and other materials/items in violation of school policy or state law or items suspected as a part of an investigation. Students who bring prohibited and/or illegal items onto school grounds may be searched in order to secure the school environment and protect other students from potentially harmful effects stemming from the items. School property such as lockers and desks shall remain under the control of school officials, and shall be subject to search. Therefore, students should not have an expectation of privacy in the use of school lockers or desks.

Use of district-owned equipment and its network system is not private and will be monitored by the District. Searches of any personal telecommunications or other personal-electronic devices will be conducted in accordance with law, and the device may be turned over to law enforcement to determine whether a crime has been committed.

Students have full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. Vehicles parked on district property are under the jurisdiction of the District. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle, subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the District will turn the matter over to law enforcement. The District may, in certain circumstances, contact law enforcement even if permission to search is granted.

Trained drug dogs and metal detectors may be used at random locations and times by District and law enforcement personnel as provided by District policy and applicable laws.

(See "Interrogations and Searches," "Questioning of Students," and "Questioning of Students by Outside Authorities" for related information.)

## Secret Societies

KATY ISD POLICY FNCC (LEGAL)

The Board prohibits any fraternity, sorority, secret society, or gang defined by state law as any "organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. The term does not include an agency for public welfare, including Boy Scouts, Hi-Y, Girl Reserves, DeMolay, Rainbow Girls, Pan-American Clubs, scholarship societies, or other similar educational organizations sponsored by state or national education authorities." *Education Code 37.121(d)*

A person commits a Class C misdemeanor if the person:

1. Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang; or
2. Is not enrolled in a public school and solicits another person to attend a meeting of a public school fraternity, sorority, secret society, or gang or a meeting at which membership in one of those groups is encouraged.

*Education Code 37.121(a),(c)*

A person commits a felony if the person, with intent to coerce, induce, or solicit a child to actively participate in the activities of a criminal street gang, threatens the child with imminent bodily injury or causes the child bodily injury.

*Penal Code 71.022*

An appropriate administrator shall recommend placing in a disciplinary alternative education program (DAEP) any student who commits the offenses described above. *Education Code 37.121(b)* [See FOC (LEGAL)]

## Serious Misbehavior

All behavior that violates the Discipline Management Plan and Student Code of Conduct and results in a permissive

or mandatory removal to a DAEP is considered serious misbehavior.

A student may be permissively expelled from a DAEP for documented serious misbehavior that occurs in spite of documented behavioral interventions. "Serious misbehavior" in this situation is defined as:

1. Deliberate violent behavior that possesses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Coercion, meaning in relevant part, a threat to inflict bodily injury in the future, accuse a person of an offense, expose a person to hatred, contempt, or ridicule;
4. Public lewdness;
5. Indecent exposure;
6. Criminal mischief;
7. Personal hazing; or
8. Harassment of a student or district employee.

## Sexting

Sexting is defined as the practice of sending sexually suggestive, nude, or partially nude photographs and/or sexually explicit messages via text message. Appropriate disciplinary measures will be taken when these types of messages are shared at times when administrators have jurisdiction. The police will also be notified when warranted.

Sexting has garnered significant media coverage as well as concern from school administrators. Parents should discuss this topic with their child especially due to the potential application of Texas child pornography and other criminal statutes when this practice involves photographs of minors (children under the age of 18 at the time the photo was taken). Since state and federal laws cannot keep up with the changes in technology and the increasing use of texting/sexting by students, it is important that students are educated about the possible ramifications when they make poor decisions or lack proper judgment and foresight. Current laws often result in convictions that require a student found guilty of possession and/or transmitting child pornography to register, for life, as a sex offender.

## Sexual Abuse

(See "Child Abuse/Neglect and/or Sexual Abuse" for information related to sexual abuse.)

## Sexual Harassment

KATY ISD POLICIES FFH (LEGAL) and (LOCAL)

"Sexual harassment" is defined as conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, even when the comments target differences in gender. (Teasing or name-calling is disciplined based on the seriousness of the offense as specified on the discipline charts.) If a student believes he/she has been sexually harassed, the student or the student's parents should report the incident to any of the following: principal, assistant principal, counselor, or the District's Title IX Coordinator, Ms. Yolanda Edmond, Assistant Superintendent for Human Resources.

If a student's conduct is offensive and unwelcome, campus administrators will determine how the conduct should be disciplined in accordance with the District's *Discipline Management Plan and Student Code of Conduct*. Consequences for misbehavior classified as sexual harassment apply to students of all ages.

(See "Harassment" for related information.)

## Smart Snacks

The Smart Snacks in Schools standards published by the USDA will build on healthy meal changes through the National School Lunch Program and the School Breakfast Program. As of July 1, 2014, revised nutrition standards are in effect for all foods and beverages sold to students on campus during the school day with school day defined as from midnight to 30 minutes after the end of the instructional day.

Related to these new standards, any and all campus food sales during the school day must meet Smart Snack standards. This includes campus and PTA/PTO events and fundraisers. The District limits food fund raisers during the school day to once per week with sales hosted outside of the area where student meals are consumed. Fund-raisers cannot take place 30 minutes before meal periods to 30 minutes after meal periods. For further information about school meals go to: <http://www.fns.usda.gov>.

## Celebrations

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, it is important to remember that there are students in the school who may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

All treats must be store-bought with a label indicating the ingredients of the item. The birthday treat exception does not constitute a birthday party; therefore, no other items (party favors) may be distributed.

## Social Networking

Social networking sites are quickly becoming tools for bullying and making threats. Students need to be reminded that the words they write and the images they post may have consequences offline. Parents should review the following tips with their child to assist them in using these sites safely:

1. Help the child to understand what information should be kept private.
  2. Explain that the child should only post information that you — and they — are comfortable with others seeing.
  3. Use privacy settings to restrict who can access and post on your child's Web page.
  4. Remind your child that once he/she posts information online and it is read, it cannot be taken back.
  5. Talk to your child about avoiding suggestive talk online.
  6. Encourage your child to tell you if they ever feel uncomfortable or threatened by anything online.
- (See "Harassment" for related information.)

## Student

The term student is used to refer to a student currently enrolled in Katy ISD. The District has no jurisdiction over students prior to enrollment or following withdrawal.

## Student Directories

Campuses or parent organizations may choose to create and publish a student directory to help students and families stay connected. Students for whom a parent has selected a privacy code of "Y" will automatically have their name, address, and primary phone number included in the student directory unless a parent specifies otherwise. However, since email addresses are not considered standard directory information, written consent must be obtained from each parent wishing to have this information included. Students for whom a parent has selected a privacy code of "O" or "N" may be included in the student directory if the parent completes and submits a form allowing for a one time exception to the privacy code specified on the student's enrollment card. The one time exception will prevent student directories from being released in response to a public information request.

While parent organizations can also elect to publish a student directory, these organizations operate separately from a campus. A student's name, address, and primary phone number can be provided to a parent organization without parent consent if the parent has selected a privacy code of "Y" on the student's enrollment card. The organization will

have to obtain directory information and written consent from all other parents before including their child's directory information in the student directory. The inclusion of emails will require written consent from all parents who wish to have this information included. Parent organizations are not subject to a public information request.

It is important for parents to be aware that once a student's directory information has been published in a student directory, the District does not have the ability restrict how the information is disseminated by individual parents. Therefore, parents should make their decisions with this factor in mind.

## Summer Academic Term

Students attending the summer academic term are expected to adhere to the same discipline standards as outlined in this booklet. Failure to comply with the discipline standards may result in the student's dismissal from the summer program. If the infraction represents a mandatory removable or expellable offense, the student will be placed in the appropriate disciplinary alternative education program (DAEP) or juvenile justice alternative education program (JJAEP) at the beginning of the fall semester of the upcoming year.

Students assigned to a DAEP (on or off campus) in which the period of placement extends into the next school year must have approval of the appropriate principal(s) and a review committee in order to attend summer school in Katy ISD. Students expelled for a period in which the placement extends into the next school year are only eligible to attend the OAC summer academic term if the JJAEP does not offer a summer program.

## Taking Students into Custody

### KATY ISD POLICY GRA (LEGAL)

The District shall permit a student to be taken into custody:

1. Pursuant to an order of the juvenile court.
2. Pursuant to the laws of arrest.
3. 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.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. Pursuant to a properly issued directive to apprehend.
6. 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 *Family Code 262.104* relating to the student's physical health or safety.

*Family Code 52.01, 262.104*

The Superintendent shall notify all instructional and support personnel who have responsibility for supervising a student who has been arrested or taken into custody as provided by a law enforcement agency. All personnel shall keep the information received confidential. *Code of Criminal Procedure, Article 15.27(a)*

## Tardies

A student is considered tardy when the student is not in the proper place with all needed materials **before** the tardy bell rings. There are no excused tardies to first period classes for those students who arrive by a mode of transportation other than riding a school bus. Students with excessive tardies will be assigned disciplinary consequences. **In addition, tardies may be used in presenting a student's overall attendance record to the court when a student has violated compulsory attendance laws.** Students who miss more than 50% of a given class period will be counted absent for attendance purposes. Students checking out of school for the day during a given class period will be recorded as absent if the student leaves before 50% of the class period has elapsed.

(See "Attendance," "Make-up Work," and "Truancy" for related information.)

## Telecommunication Devices

### KATY ISD POLICIES FNCE (LEGAL) and (LOCAL)

Telecommunication devices are those that emit an audible signal, vibrate, display a message, or otherwise summon or deliver a communication to the possessor. [Telecommunication devices are defined as items such as, but not limited to, cell phones, smart phones, electronic readers, and laptops with the capability of sending and receiving messages or information, and any related accessories (including but not limited to wires, headphones, and ear clips). The term "telecommunication device" will be used for the remainder of this topic unless otherwise specified.]

**Elementary students in Pre-K, K, and 1st grade shall not possess a telecommunication device during the instructional day (8:00 am to 4:00 pm), while riding to/from school on District transportation, during tutorials or detention, or while participating in a school-sponsored extracurricular activity on or off school property.** For example, an elementary student performing at a PTA meeting or on a field trip to the zoo may not be in possession of a telecommunication device; however, an elementary student could possess a telecommunication device at an event open to the public (in which the student is not performing) such as at a carnival or a sporting event.

**Elementary students in grades 2-5 may possess telecommunication devices; however, these devices are only to be used for instructional purposes under the direction of a teacher. These devices should be turned off and not visible at all other times during the school day on school property, including on school transportation.**

[See "Noncompliance" (later in this topic) regarding consequences that apply to elementary students who are in possession of a telecommunication device at school.]

**Junior high and high school students are allowed to possess telecommunication devices with certain restrictions.** While most students are respectful of the rules related to telecommunication devices in the school setting, campus administrators still report many problems associated with the misuse of telecommunication devices. Problems include: the devices ring during class causing disruptions, students are distracted from instruction because they are sending/receiving text messages, and the devices are used to cheat on tests and other classroom work. Students are also using this technology to take inappropriate photos/videos, scan tests and other classroom work, etc.

In order to allow telecommunication devices on campus during the school day, **the following guidelines will be required of secondary students who choose to bring these devices to school:**

### Junior High and High School Students

- **Telecommunication devices may be used throughout the instructional day primarily for educational purposes at the direction of the teacher. Devices that include phone and texting features should be in the "silent" mode and should not be distracting (such as flashing lights to alert a call or message) during the instructional day or while riding to/from school on District transportation. Students should not use the devices to receive or place personal calls or send/read personal messages during engaged instructional time. Students will be allowed to use these devices in the hallways during passing periods and at lunch.**
- **Locker rooms and restroom areas.** The use of telecommunication devices in locker rooms and restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.
- **Afterschool use.** When attending afterschool activities, telecommunication devices must be in the "silent" mode inside the venue of an afterschool activity held indoors (i.e. basketball game, theater arts production, choir or band concert, carnival, etc.). Students must go into a foyer or outside prior to using a telecommunication device at an indoor afterschool event such as a fine arts event and other types of assembly in which common courtesy dictates that talking is prohibited.
- **Responsibility.** If a student brings a telecommunication device

to school, it is the student's responsibility to keep the item secure. The school will not be responsible for telecommunication devices that are damaged, lost or stolen; however, as with other personal property brought to school, administrators will conduct investigations as time permits in an effort to recover lost/stolen items or to determine the person(s) responsible for damages, and will assess discipline as appropriate.

- **School Emergencies and Safety Restrictions.** Ensuring that school officials, law enforcement officers and other emergency agencies will have adequate means of communication during an emergency is of utmost importance to the safety of all students. Therefore, students are asked to turn off telecommunication devices and to not make phone calls or send/receive text messages during an emergency situation that occurs at school until the crisis stage is over unless they are instructed to do so by a staff member or an emergency responder. Students will participate in emergency drills to prepare for these situations. (Parents are asked to refrain from making calls to the school since there are only a few phone lines into the school, and these phone lines are strategic in communicating with emergency responders. In addition, parents are asked to refrain from calling telecommunication devices or sending text messages to keep the airwave frequencies open for emergency responders. As soon as feasible, school personnel will allow students to make phone calls to parents.)
- **State or Major Assessments.** Violation of the telecommunication device guidelines during the administration of any state or major course assessment (TAKS, TAKS-I, TAKS-M, and TELPAS; AP, end-of-course, or semester exam) may result in an invalid assessment and/or will be regarded as cheating. The student's test will be invalidated with appropriate disciplinary action assessed.
- **Noncompliance.** The following will occur when a student is not in compliance with the guidelines:
  - The telecommunication device will be confiscated for the remainder of the class period.
  - The student who violates the telecommunication device guidelines will be assessed a disciplinary consequence at Level I for first and second offense(s) and at Level II for third and subsequent offense(s) as outlined in the *Discipline Management Plan and Student Code of Conduct*. (Note: **Participation in many extracurricular organizations is impacted by Level II and Level III offenses**, as well as semester exam exemptions at the high school level. Please review organizational guidelines and understand the ramifications that may occur due to noncompliance.)
  - Failure to relinquish a telecommunication device when asked to do so will result in escalated disciplinary consequences for noncompliance.
- **Unclaimed Telecommunication Devices.** If a telecommunication device is not reclaimed by the parent/guardian within 30 days of the date of notification or the end of the school year (whichever is later), notice will be given to the company whose name and address or telephone number appears on the telecommunication device indicating that the device will be disposed of as allowed by State law.

**Under no circumstances should telecommunication devices be used to take photos/videos in any school facility other than for instructional purposes under the direction of a teacher or at an event open to the public.** If an administrator suspects that a device may contain photos/videos taken at school or inappropriate photos/videos, the photos/videos will be reviewed in the presence of the student or parent/guardian prior to the device being returned to the student. Students will be required to delete school-related photos/videos that were taken in violation of these guidelines. Additionally, police will be contacted if an administrator has reason to believe that a photo/videos might be a violation of law.

Likewise, if an administrator suspects that a telecommunication device was used in violation of these guidelines and/or for cheating, the administrator may review the call history and/or text messages in the presence of the student or parent/guardian prior to the device being returned to the student.

## Textbooks

State-approved textbooks are provided free of charge to students for each subject or class. Students shall treat textbooks with care and must keep the textbooks covered at all times. Students will be assessed a fine for possessing a textbook without a cover. A student who is issued a damaged book should report that fact to the teacher at the time the textbook is issued. Fines, up to the actual replacement cost of the textbook, will also be assessed for damage based on severity. It is important to note that textbooks can be expensive, ranging in price from \$25 to nearly \$100 depending on the book. A student failing to return a textbook issued by the school shall lose the privilege of having textbooks assigned until the book is returned or paid for by the parent or guardian. A student owing for textbooks shall be allowed to use textbooks at school during each school day.

## Threats/Terroristic Threats

All threats will be taken seriously and will be investigated by campus administrators or law enforcement personnel, as appropriate. There are various types of threats which include, but are not limited to, the use of threatening language or gestures, assault by threat, and terroristic threat. Disciplinary consequences and/or police action will be assessed based on the outcome of the investigation.

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

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; classroom; or place of assembly; or
4. Cause impairment or interruption of school communications, power supply, or school-related transportation.

## Title 5 Felonies — Offenses Against a Person KATY ISD POLICY FOC (EXHIBIT)

Offenses against a person include the following:

- Murder;
- Capital murder;
- Manslaughter;
- Criminally negligent homicide;
- Unlawful restraint (in certain circumstances);
- Kidnapping;
- Aggravated kidnapping;
- Unlawful transport;
- Trafficking of persons;
- Smuggling or continuous smuggling of persons;
- Continuous sexual abuse of young child or children;
- Indecency with a child;
- Improper relationship between educator and student;
- Improper photography or visual recording;
- Assault (if against a public servant or other circumstances);
- Sexual assault;
- Aggravated assault;
- Aggravated sexual assault;
- Voyeurism;
- Invasive visual recording;
- Injury to a child, elderly individual, or disabled individual;
- Abandoning or endangering a child;
- Deadly conduct;
- Terroristic threat (when classified as a felony);
- Aiding suicide;
- Tampering with a consumer product; or
- Harassment by persons in certain correctional facilities.

*Title 5, Penal Code*

## Tobacco Use and Possession

KATY ISD POLICY FNCD (LOCAL)

Students shall be prohibited from smoking, using, or possessing e-cigarettes tobacco products on school property and at a school-related or school-sanctioned activity on or off school property. These prohibitions will be strictly enforced on school

property and at school-related or school-sponsored activities on or off campus. Appropriate disciplinary consequences will be assessed for violations.

(See “Tobacco-Free School Notice” on page xiv regarding tobacco use by nonstudents.)

## Transportation Eligibility

Only students eligible for school transportation are allowed to board school buses. Students, who board or attempt to board school buses for which they are not eligible to ride, may receive disciplinary consequences for failing to follow district procedures.

## Trespassing

Trespassing on District property is defined as being on any District property without permission, entering a building without a staff member present to supervise, or failing to leave after being told to do so. There are two types of trespass — trespass on school grounds (*TEC 37.107*; does not require a warning prior to issuing a ticket) and criminal trespass (*Penal Code 30.05*; requires a verbal or written warning). Campus administrators or police officers may issue a verbal or written trespass warning to a student. If conditions of a warning are violated within the timeframe established, the student may be arrested for or charged with criminal trespass.

During periods of out-of-school suspension or expulsion, students are prohibited from being on any District property or participating or attending school-sponsored or school-related activities on or off school property until the day after the period of the assignment ends. Students assigned to in-school suspension at all levels or to an on-campus disciplinary alternative education program (DAEP) at the elementary level (or temporary placement at the secondary level) are prohibited from attending any school-sponsored or school-related activities after school hours until the day after the period of their assignment ends. Secondary students assigned to the Opportunity Awareness Center, for disciplinary reasons, are prohibited from returning to their home campuses or from attending any school-related extracurricular activities on or off District property. Students who have been removed/suspended from the bus for disciplinary purposes are prohibited from boarding a bus during the period of removal/suspension. Violation of one of these prohibitions may result in the student being arrested for or charged with trespassing. In addition, the District may assess a disciplinary consequence to any student who is trespassing on District property. By special permission, students may come on campus accompanied by their parent or guardian.

## Truancy — Defined

“Truancy” is defined as an absence of a student from school for other than excused reasons without the knowledge of a parent or guardian. Truancy may be for a full day or for any part of a day including an individual class period or for leaving the building/campus during the school day without permission. In addition to disciplinary consequences, a student and his/her parent may receive a court warning and/or a citation by the District’s attendance officer for violating compulsory attendance laws which govern all types of unexcused absences.

(See “Attendance: Compulsory Attendance,” “Leaving Campus After Arrival,” and “Tardies” for additional information.)

## Under the Influence

“Under the influence” means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated to trigger disciplinary action. Impairment of a person’s physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use. The following list contains examples of indicators of possible drug or alcohol use, but is not inclusive:

1. While walking or standing, the person may stumble, stagger, fall, or be unsteady;
2. The person’s speech may be incoherent, rambling, slurred, inappropriately loud or shouting in tone of voice. Conversely, the person may be silent when it is

inappropriate to be so;

3. The person’s actions may be marked by profanity, fighting, extreme hostility, overly aggressive behavior, sleepiness, or crying;
4. The person’s eyes may have dilated pupils, constricted pupils, may be bloodshot or red, or may be glassy;
5. The person may smell like alcohol or like an illicit drug, such as marijuana; or
6. There may be physical evidence of alcohol or drug use, such as a bottle, pills, and/or drug paraphernalia.

When a student shows signs of being under the influence of drugs, alcohol, **any** substance taken in amounts in excess of the recommended dosage, or any substance used in a manner other than recommended, the campus nurse and/or other trained professionals will complete a screening assessment to rule out the possibility of the student being under the influence. If the student refuses to have the assessment conducted, the response will be treated as though the student was under the influence. If observations are sufficient, police will be called to determine if a criminal violation exists. A criminal violation does not need to exist in order for school disciplinary actions to be assigned.

(See “Possession” and “Use—Defined” for related information.)

## Use — Defined

“Use” means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech. “Use” shall include introducing any amount of a drug or alcohol into a student’s body by any manner regardless of whether physical signs of use are detectable at the time of the investigation or whether criminal charges are filed. Additionally, a student’s self-admission to the use of a prohibited substance at school or at a school-related activity is considered “use” for the purpose of assessing school disciplinary consequences.

(See “Possession” and “Under the Influence” for related information.)

## Vandalism

(See “Damage to School Property.”)

## Vehicles on Campus

High school students who drive to and from school in personal vehicles must:

1. Obtain and appropriately display a student parking permit;
2. Park in a designated student parking area on campus; and
3. Adhere to individual school parking rules;

Failure to obtain and appropriately display the required permit or to park in an approved student parking area may result in:

1. Vehicle immobilization (boot);
2. Fee assessed for boot removal;
3. Loss of driving and parking privileges; and/or
4. Other disciplinary action.

Temporary permits may be acquired from an appropriate school office by students needing to drive on a short-term basis or using a substitute car they do not regularly drive to school.

Student vehicles are only to be driven in the student parking lots. Student drivers are not to enter the bus, faculty, or administrator/visitor areas between 6:45 am and 3:00 pm on school days.

Student drivers are expected to operate vehicles in a safe manner at all times and not in any way to make themselves noticed by the way they drive except by courteous and responsible behavior. The maximum speed limit in the parking lot is ten (10) miles per hour.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. A student has full responsibility for the security of his/her vehicle and should make certain that it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as tobacco, alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution for

having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations outlined in student handbooks.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. [See FNF (LOCAL)]

#### **Katy ISD is not responsible for damage to vehicles or items in vehicles parked on campus at any time.**

Illegally parked cars may be towed or impounded by a boot locked on a car tire at the owner's expense.

High school students should remove all items needed during the school day from vehicles parked on campus when they arrive in the morning. Students are prohibited from being in the parking lots except upon their arrival and dismissal from school. Students who return to a vehicle during the school day, without prior approval, may be disciplined and may be subject to having the vehicle searched.

A campus administrator may terminate a student's driving privileges at any time that he/she feels this action is appropriate (i.e. excessive tardies and truancy). Loss of driving privileges does not allow another student driver to drive the offender's vehicle while he/she (the offender) rides as a passenger.

### **Videotapings/Recordings and Cameras**

A District employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or 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; [see FO (LEGAL)]
2. A purpose related to a cocurricular or extra-curricular activity; [see FM (LEGAL)]
3. A purpose related to regular classroom instruction; [see EHA (LEGAL)]
4. Media coverage of the school; or
5. A purpose related to the promotion of student safety under Education Code 29.022.

*Education Code 26.009(b); FL (LEGAL)*

Due to confidentiality issues related to directory information and to the Family Educational Rights and Privacy Act (FERPA), parents, students, and visitors may not use video recorders, voice recorders, or cameras unless used during a performance open to the public or during a private conference with permission by an administrator. If a recording or photo is taken in violation of FERPA, the item in question will need to be deleted.

Public events are those events that occur when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. a talent show performed after the end of the school day). If the event is during the instructional day (i.e. classroom or grade-level performance), students are considered a "captured" audience and directory information and FERPA rules apply. This is true even if parents are invited to observe.

The principal at each campus has the authority to determine which school-related events will be considered public performances at which photographs or videos can be taken.

### **Visitors to the Schools**

Parents/Guardians and other individuals are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Each campus principal has the authority to permit or deny any person access to the campus, as deemed appropriate, in order to maintain student safety and/or an orderly environment.

It is the principal's responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

1. Upon arrival to a campus, visitors (including volunteers,

District employees, and District-approved vendors) must report to the front office to be entered into the visitor tracking system.

2. All adult visitors needing to go beyond the front office area must present a government-issued photo identification such as a driver's license, state identification card, immigration visa, consulate card, or passport.
3. A computer-generated identification badge will be printed and must be worn while on campus.
4. Visitor passes will allow an individual access to the areas of the campus specified on the badge only.
5. Parents/Guardians may escort their children to class on the first three (3) days of the school year only. Parents/Guardians must leave the classroom area before the tardy bell on these days.
6. Visitors are expected to follow all campus- and district-based rules.
7. Visitors must return to the front office area, return their visitor passes, and exit through designated doorways upon completion of their visit to the campus.

Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way. If the visitor refuses to leave, as requested, the visitor may be arrested for or charged with trespassing.

The principal is authorized to establish check-in and check-out procedures for assemblies and programs depending on the location and type of event. Visitors to any area of the building other than a special event, for which regular check-in procedures have been waived, must sign in and obtain a visitor's pass prior to proceeding to areas other than the special event area of the building.

### **Accessing a Student**

In an unusual circumstance, when the principal or an administrative designee determines that it is necessary for a parent/guardian or other authorized individual to meet with a student, the principal or designee will call for or escort the student to the office.

### **Classroom Observations**

Parents/Guardians wishing to visit their child's classroom shall make arrangements at least one day in advance with the principal, the principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, approved parents/guardians should not bring the child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.

Parents/Guardians in classrooms are there as observers and are asked to sit in the location specified by the teacher in an effort to minimize distractions to students. Parents/Guardians should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent/guardian has need for discussion with the teacher, a conference must be scheduled outside instructional time.

Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests.

Volunteers and Katy ISD employees shall follow the same procedures as other parents/guardians when requesting to observe in their child's classroom.

### **Conferences**

Parents/Guardians requesting a conference with the teacher should make prior arrangements one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.

### **Field Trip Chaperones**

Parents volunteering to chaperone on field trips must go through the check-in system at the campus to be authorized as a chaperone before leaving on the field trip. Only parents designated as official chaperones may accompany a student on a field trip. All designated

chaperones must travel on district-provided transportation to the destination.

### Lunch Visitors

Lunch visitors at the elementary level may be parents/stepparents/guardians, nonschool-aged siblings, grandparents (with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period. Due to space limitations at the elementary level, no exceptions to the list of approved visitors can be made. Lunch visitors do not include aunts, uncles, friends, or neighbors. In addition, lunch visitors are limited to three (3) guests per student per day except on days designated by the campus as a special event (i.e. Grandparent Day). Unusual circumstances may be approved/addressed by the principal.

Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission from a parent), and campus mentors (unless individuals are a part of a limited public forum).

Principals may designate a guest table for lunch visitors. Only an authorized lunch visitor and the student for whom the visitor is approved may sit at the guest table.

### Picking Up Students

Parents/Guardians or other authorized individuals picking up a student prior to the end of the school day must show a valid government-issued photo identification, sign the student out, and wait in a designated waiting area for the student. Students needing to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived. (See "Leaving Campus After Arrival.")

### Private Service Providers, Advocates, Attorneys

Private service providers, other than those contracted by the District, are not permitted to provide on-site services to students during the instructional day. Private service providers may reserve District facilities in accordance with Board Policy and Administrative Regulation GKD.

Private service providers, advocates, and attorneys hired or contracted by parents are expected to follow all campus- and district-based rules, and these individuals are not permitted to make classroom observations.

### Weapons

#### KATY ISD POLICY FNCG (LEGAL)

Students are prohibited from possessing, using or exhibiting any firearm, illegal knife, club, or other prohibited weapon on school property or any school-related activity on or off school property; nor shall a student knowingly, intentionally, or recklessly go on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or passenger transportation vehicle of a school with any prohibited weapon, unless pursuant to written regulations or written authorization of the District. *Penal Code 46.03(a)(1), (f), (g); Education Code 37.007(a)(1)*

Students shall not interfere with normal activities, occupancy, or use of any building or portion of the campus or a school bus engaged in the transportation of students to and from school or school-sponsored activities by exhibiting, using, or threatening to exhibit or use a firearm. *Education Code 37.125*

Prohibited weapons are defined as follows:

1. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon). *Penal Code 46.01(2)*
2. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). *Penal Code 46.01(9)*
3. A short-barrel firearm (rifle with a barrel length of less than

16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). *Penal Code 46.01(10)*

4. A firearm silencer (any device designed, made, or adapted to muffle the report of a firearm). *Penal Code 46.01(4)*
5. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). *Penal Code 46.01(8)*
6. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). *Penal Code 46.01(12)*
7. A chemical dispensing device (a device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). *Penal Code 46.01(14)*
8. A zip gun ( a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). *Penal Code 46.01(16)*
9. A tire deflation device (a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires; it does not include a traffic control device that is designed to puncture one or more of a vehicle's tires when driven over in a specific direction, and has a clearly visible sign posted in close proximity to the traffic control device that prohibits entry or warns motor vehicle operators of the traffic control device). *Penal Code 46.01(17)*

**Other prohibited items considered as weapons include:** knives of any size, including pocket knives, devices designed to emit an electrical shock intended to incapacitate a person (such as a TASER), fireworks of any kind, razors, box cutters, switchblade knives, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person. Possession of a knife, other than an illegal knife/weapon and including a pocket knife and those designed to be used as manicure instruments, will be disciplined at Level III. The Katy ISD Police Department will be notified any time a knife is confiscated to ensure that the knife is not an illegal weapon. All illegal knives/weapons will be disciplined at Level V as required by statute.

Any device, not included as an expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas shall be disciplined at Level IV. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, sling shots, air soft guns, etc.

The possession or use of articles not generally considered weapons, including school supplies, may be prohibited when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use of such articles.

Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable suspicion to believe they contain weapons. [See Board Policies FNF (LEGAL) and (LOCAL)]

Other than as stated above, students found to be in violation shall be subject to disciplinary action as specified in the Student Code of Conduct.

In addition to policy provisions, students possessing "look-alike" weapons will be disciplined at Level II, and students exhibiting, using, or selling "look-alike" weapons will be disciplined at Level III.

[See "Firearm — Defined," "Firearms (Exhibition of)," and "Prohibited Items" for related information.]

## **Withdrawal**

A parent/guardian (or a student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor) must come to the school to initiate a request to withdraw their child (or self) from school by signing a withdrawal form. The student will need to return all textbooks and library books and clear any outstanding fines or records as a part of the withdrawal process.



# Guidelines for Assessing Disciplinary Consequences

## KATY ISD POLICY FO (LOCAL)

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

1. Discipline shall be administered when necessary to protect students, school employees, or property and maintain essential order and discipline; and
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age, maturity, and attitude;
  - c. The frequency of misconduct;
  - d. Documented evidence of self-defense;
  - e. The potential effect of the misconduct on the school environment.
  - f. Requirements of Chapter 37 of the *Education Code*; and
  - g. The *Discipline Management Plan and Student Code of Conduct* adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

## The Four Factors

Consideration will be given, as a factor in each decision concerning suspension, removal to a DAEP, expulsion, or placement in a juvenile justice alternative education program (JJAEP), regardless of whether the decision concerns a mandatory or discretionary action, to the following four factors:

1. Self-defense;
2. Intent or lack of intent at the time the student engaged in the conduct;
3. A student's disciplinary history; or
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. *FO (LEGAL)*

## Persistent Offenses

The District defines "persistent offenses" to be two or more violations of the Student Code of Conduct in general or repeated occurrences of the same level violation.

## LEVEL System

Disciplinary offenses in the *Discipline Management Plan and Student Code of Conduct* are categorized into five levels which identify sample offenses and possible disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline unless Board Policy, state law, or the student code of conduct specifies otherwise. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the action(s) most appropriate to the setting and the infraction, except in regard to mandatory placements specified in state law (Level IV and V offenses). Campus administrators have the authority to discipline students for violations of the *Discipline Management Plan and Student Code of Conduct* which occur on campus, on a school bus, or at school-related or school-sponsored activities, as well as certain off-campus offenses as specified by law.

## LEVEL I

The focus at Level I of the Discipline Management Plan and Student Code of Conduct is on the implementation of the District's proactive Response to Intervention (RTI) process and the use of tiered supports to teach and reinforce positive behavioral expectations for all students in the classroom setting. The RTI process also makes use of early, systematic intervention supports when inappropriate behaviors are identified in order to prevent the escalation or reoccurrence of the undesired behaviors.

It is anticipated that most students will respond positively to high quality and differentiated structures and behavioral interventions applied by general education teachers at Tier I of RTI referred to as the Universal Tier. However, if students do not respond well to the interventions at Tier I, teachers are expected to request an RTI collaborative team meeting to consider the possibility of more targeted interventions and support.

Students are subject to disciplinary consequences when they do not respond to classroom interventions and/or when the nature of the behaviors dictates more formal action.

## LEVELS II-III

The discipline charts for Levels II and III on the following pages depict examples of offenses and disciplinary options applicable to students at each campus level (elementary, junior high, and high school) for Levels II and III. There is no appeal process for disciplinary consequences assigned at Levels II and III.

## LEVELS IV-V

Level IV offenses are assessed disciplinary alternative education program (DAEP) placements, and Level V offenses are assessed juvenile justice alternative education program (JJAEP) placements. There is no appeal process for disciplinary consequences assigned at Level IV if the placement does not extend beyond 60 days or the end of the next grading period, whichever is earlier. Level IV placements that extend beyond 60 days or the end of the next grading period, whichever is earlier, and Level V expulsions are the only disciplinary consequences that afford a student an opportunity for a hearing. Parental questions or complaints regarding ancillary issues related to disciplinary measures should be addressed informally with the teacher or campus administration, as appropriate or in accordance with Board Policy FNG (LOCAL). This process, however, may not be used to overturn a disciplinary assignment.

## LEVEL IV (All Grade Levels)

Level IV offenses are primarily acts of misconduct for which mandatory removal to a disciplinary alternative education program (DAEP) is required by law. Elementary students who are six (6) years of age or older who commit one of these offenses will be placed in an on-campus DAEP. Students younger than six (6) years of age will be disciplined as permitted by state law. Secondary students who commit one of the mandatory removable offenses listed below will be assigned to the Opportunity Awareness Center (OAC).

A student **shall be removed** from class and placed in a DAEP if the student:

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, *Penal Code*, or terroristic threat under Section 22.07, *Penal Code*; or
2. Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - a. Engages in conduct punishable as a felony (if not specified as a mandatory expellable offense at Level V);
  - b. Engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), *Penal Code*;
  - c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
    - 1) Marijuana or a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or by 21 *USC Section 801* et seq.; or
    - 2) A dangerous drug, as defined by Chapter 483, *Health and Safety Code*;
  - d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, *Alcoholic*

*Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;

- e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under Sections 485.031 through 485.034; or
- f. Engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, *Penal Code*, or indecent exposure under Section 21.08, *Penal Code*.

**In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(c), 2(d), or 2(e) above.**

Except as provided by Section 37.007(d), *Education Code*, (expellable offenses related to retaliation), a student **shall be removed** from class and placed in a DAEP if the student engages in conduct on or off school property that contains the elements of the offense of retaliation under Section 36.06, *Penal Code*, against any school employee.

A student **shall be removed** from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student received deferred prosecution under Section 53.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code* (see page 19 for Title 5 offenses), or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.
2. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*; or
3. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.

A student **shall be removed from class and placed** in a DAEP, according to local policy, if a student takes more than the recommended dosage of his/her own medication or any other substance (regardless of whether it is a nonprescription medicine, nonregulated synthetic substance, etc.) and receives a ticket or is arrested for public intoxication or a similar charge.

A student in possession of any device, not included as a removable or expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas **shall also be removed from class and placed** in a DAEP according to local policy. This includes, but is not limited to, items such as BB-guns, pellet guns, paintball guns, slingshots, air-soft guns, etc.

Katy ISD administrators **shall recommend** placing a student in a DAEP who is found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

A student who is required to register as a sex offender (under Chapter 62, Code of Criminal Procedures) and who **is under** any form of court supervision, including probation, community supervision, or parole, **shall be removed** from the regular classroom and placed in a DAEP as specified in *TEC 37.304*.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who engaged in conduct that contain the elements of any of the offenses listed in 2(a), 2(c), or 2(f), as specified in the expellable offenses at Level V, if the offense is against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who has engaged in conduct described in items 1, 2, and 3, as

specified at the beginning of the expellable offenses at Level V below [37.007(a)], if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who has engaged in conduct that contains the elements of the offense of breach of computer security under Section 33.02, *Penal Code*, involving access to a computer, computer network, or computer system owned by or operated on behalf of the District.

Katy ISD administrators **will recommend**, at minimum, placing a student in a DAEP if the student engages in conduct that contains the elements of the offense of assault against any employee or volunteer.

Katy ISD administrators **may recommend** placing a student in a DAEP as provided in Texas Education Code 37.008 if the student engages in bullying that encourages a student to commit or attempt to commit suicide; incites violence against a student through group bullying; or releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

A student who is required to register as a sex offender (under Chapter 62, Code of Criminal Procedures) and who **is not under** any form of court supervision, **may be removed** from the regular classroom and placed in a DAEP as specified in *TEC 37.305*. The District may not place the student in the regular classroom if the Board's designee determines that the student's presence in the regular classroom:

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

Secondary students who continue to engage in serious or persistent misbehavior at the home campus **may be recommended** for a permissive placement at the OAC.

In addition, a student **may be removed** from class and placed in a disciplinary alternative education program (DAEP) based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, *Penal Code*, or those offenses defined in Title 5, *Penal Code*; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

**Students who are younger than six years of age may not be removed from class and placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary school.**

(See "Disciplinary Alternative Education Program" on page 46 for more information.)

## LEVEL V (All Grade Levels)

Level V offenses are primarily acts of misconduct for which mandatory expulsion is required by law. Elementary students who are 10 years of age or older who commit one of these offenses will be recommended for expulsion. Students younger than 10 years of age who commit an offense listed at Level V will not be expelled but will be disciplined as permitted by state law. Secondary students who commit one of the mandatory expellable offenses listed below will be assigned to a Juvenile Justice Alternative Education Program (JJAEP).

A student **shall be expelled** from school if the student, on school property or while attending a school-sponsored or school related event on or off school property:

1. Engages in conduct that contains the elements of the offense of unlawfully carrying weapons under Section 46.02, *Penal Code*, or elements of an offense relating to prohibited weapons under Section 46.05, *Penal Code*.
2. Engages in conduct that contains the elements of the offense of:

- a. Aggravated assault under 22.02, *Penal Code*, sexual assault under 22.011, *Penal Code*, or aggravated sexual assault under 22.021, *Penal Code*;
  - b. Arson under 28.02, *Penal Code*;
  - c. Murder under 19.02, *Penal Code*, capital murder under 19.03, *Penal Code*, or criminal attempt to commit murder or capital murder under 15.01, *Penal Code*;
  - d. Indecency with a child under 21.11, *Penal Code*;
  - e. Aggravated kidnapping under 20.04, *Penal Code*;
  - f. Aggravated robbery under 29.03, *Penal Code*;
  - g. Manslaughter under 19.04, *Penal Code*;
  - h. Criminally negligent homicide under 19.05, *Penal Code*; or
  - i. Continuous sexual abuse of young child or children under Section 21.02, *Penal Code*; or
3. Engages in the following conduct, if the conduct is punishable as a felony:
- a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
    - 1) Marihuana or a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or by 21 *USC Section 801* et seq.; or
    - 2) A dangerous drug, as defined by Chapter 483, *Health and Safety Code*;
  - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, *Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student **shall be expelled** if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer in retaliation for or as a result of the person's employment or association with the school 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.

A student **shall also be expelled** if the student brings a firearm, as defined by 18 *USC Section 921*, to school or possesses a firearm at school. 20 *USC Section 7151* The student must be expelled from the student's regular campus for a period of **at least one year**, except that:

1. The superintendent or other chief administrative officer of the District **may modify** the length of the expulsion in the case of an individual student;
2. The District **shall provide** educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District **may provide** educational services to an expelled student who is ten (10) years of age or older in a DAEP.

A student **may be expelled** if, while on school property, while within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under Section 22.01(a)(1), *Penal Code*, against a school district employee or a volunteer as defined by Section 22.053, *Education Code*; or
2. Deadly conduct under Section 22.05, *Penal Code*.

A student **may also be expelled** if the student engages in conduct that contains the elements of an offense of an assault against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school related activity on or off school property.

A student **may be expelled** if the student, **while placed** in a disciplinary alternative education program (DAEP), engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. Serious misbehavior for this purpose means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others;

2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, *Penal Code*; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, *Penal Code*.
  - b. Indecent exposure under Section 21.08, *Penal Code*;
  - c. Criminal mischief under Section 28.03, *Penal Code*;
  - d. Personal hazing under Section 37.152, *Penal Code*; or
  - e. Harassment under Section 42.07(a)(1), *Penal Code*, of a student or District employee.

A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, *Penal Code*, **may be expelled** if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student **may be expelled** for engaging in 2(a), 2(c) or 2(f) (as specified at the beginning of this topic) if the offense is against another student, without regard to whether the conduct occurs on or off of school property or while attending a school sponsored or school-related activity on or off of school property.

A student **may be expelled** for engaging in conduct described in items 1, 2, and 3 at the beginning of this topic [37.007(a)] if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student **may also be expelled**, regardless of when or where the offense occurred after an opportunity for a hearing in accordance with TEC 37.0081, if the student:

1. Has received deferred prosecution under Section 53.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code* (see page 19 for Title 5 offenses), or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
2. Has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*;
3. Is charged with engaging in conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
5. Has received probation or deferred adjudication for a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
6. Has been convicted of a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*; or
7. Has been arrested for or charged with a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.

(See "Hearing Procedures..." on page 52 for more information.)

A student between 6 and 10 years of age **may not be expelled**, but **must be placed** in a DAEP for an expellable offense. A student between 6 and 10 years of age, who brings a firearm to school, and thereby violates the federal firearms provision, **must be expelled** but provided educational services in a DAEP [*Education Code 37.007(e)* and (*h*)]. A student younger than 6 years of age **may not be expelled or placed** in a DAEP [*Education Code 37.006(l)* and 37.007(*h*)] except for firearm violations. Elementary students cannot be placed in a DAEP with students not in elementary school.

(See "Expulsion" on page 50 for more information.)

# Level II Discipline Chart – Elementary Schools (K-2nd Grade)

## Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. **More than one disciplinary option may be assigned.**

### Procedures:

- Written referral to administrator.
- Administrator confers with student and/or teacher to establish appropriate disciplinary consequences.
- Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
- Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
- Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
- Level II Offenses and Disciplinary Options are not limited to those provided.**
- Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Disciplinary Options														
1. Committing persistent offenses from Level I (minor acts of misconduct, including bus infractions)		X		X	X	X	X	X	X	X	X	X	X	X	X
2. Using food inappropriately	X	X		X	X	X	X	X	X		X	X	X	X	X
3. Using inappropriate language (verbal or written)	X	X			X	X		X	X	X	X	X		X	X
4. Failing to comply with the directives of a member of the school staff; being disrespectful	X	X			X	X		X		X	X	X	X	X	X
5. Being truant, including skipping class and/or leaving school/class without permission	X	X		X	X			X			X	X	X	X	
6. Being tardy repeatedly		X			X						X	X		X	
7. Physically contacting another individual creating a disruptive environment		X			X	X	X	X	X	X	X	X	X	X	X
8. Encouraging or promoting a fight		X			X			X		X	X	X			X
9. Violating the dress code repeatedly		X	X		X			X			X	X	X	X	
10. Creating or participating in a minor disruption/disturbance or other inappropriate activity		X		X	X	X	X	X		X	X	X	X	X	X
11. Failing to serve detention		X			X	X		X			X	X	X	X	X
12. Abusing the use of a hall pass	X	X			X			X	X		X	X		X	
13. Possessing lighters, matches, tobacco-less cigarettes, vaping devices or accessories or tobacco-related paraphernalia		X			X	X	X	X	X	X	X	X	X	X	X
14. Possessing or using a laser pointer (other than pointing toward a person's eyes)		X			X	X	X	X	X	X	X	X	X		X
15. Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements, or energy pills (student's own)		X			X	X		X	X	X			X	X	X
16. Possessing toys and other nuisance items, including paintballs	X	X			X	X			X	X	X	X	X	X	

(continued on next page)

Grade penalty for copying or cheating (zero)	In-school suspension [ISS; partial or full day(s)]
Behavior Conference / Verbal reprimand	Overnight suspension
Behavior Contract	Recovery Time (45 minutes or less)
Correct dress code violation	Detention, before or after
Parent shadowing at school	Social Skills Training
Parent call or conference	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment
Loss of privileges	Confiscation of item
Restitution of damages/restoring to order	Exclusion from extracurricular activities
	Restitution of item

**Level II — Elementary (K-2nd Grade)**

Examples of Offenses	Disciplinary Options															
17. Possessing or using a telecommunication device, including a cellular phone (third and subsequent minor offenses) (see Level 3 for more severe offenses)			X			X				X	X	X	X			
18. Possessing a look-alike weapon			X		X	X	X		X	X	X	X	X	X	X	X
19. Violating the District's Responsible Use Guidelines			X			X	X	X	X	X		X	X		X	
20. Telling a falsehood to an adult (not associated with an investigation)		X	X			X	X		X		X	X	X	X	X	
21. Forging or altering school records, parent notes, forms, or other school/home communications			X			X	X		X	X		X	X	X	X	X
22. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property			X			X	X	X	X	X		X	X	X	X	X
23. Possessing or using a skateboard, roller blades, shoes with wheels, or other similar devices			X			X	X	X	X	X		X	X	X	X	X
24. Possessing or using a camera, radio, CD player, MP3 player, calculator, video or cassette recorder, Gameboy, or other electronic devices (including wires, head phones, and other accessories) for non-authorized activities			X			X	X			X	X	X	X	X	X	
25. Being present in area without permission or in an unauthorized area		X	X			X	X		X			X	X	X	X	X
26. Cheating or copying the work of another	X	X	X			X	X		X	X		X	X	X	X	
27. Engaging in an act of familiarity with another and/or inappropriate public display of affection			X			X	X		X		X	X	X	X	X	X
28. Loitering on school campus before or after school or after the tardy bell rings		X	X			X					X	X	X	X		
29. Selling, or soliciting for sale, unauthorized merchandise			X			X	X	X	X	X		X	X	X	X	X
30. Posting or distributing unauthorized publications			X			X	X		X	X	X	X	X	X	X	X
31. Unauthorized use of property, minor theft			X			X	X	X				X	X	X	X	
32. Bullying (confirmed through investigation)		X	X		X	X	X		X		X	X	X	X	X	X
33. Harassment (confirmed through investigation)		X	X		X	X	X		X		X	X	X	X	X	X
Notes: School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.  If an offense listed at Level III occurs on campus or at a school-related event and it is classified by a police officer as a felony or a Level IV or V violation, the student is automatically disciplined at Level IV or V as appropriate, listed on pages 24-25.  Sponsors and coaches of extracurricular activities, such as Student Council and choir, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.  Students enrolled in a grade level below third grade may not be placed in out-of-school suspension unless while on school property or while attending school-sponsored or school-related activity on or off school property the student engages in: 1. conduct that contains the elements of an offense related to weapons, 2. conduct that contains the elements of a violent offense, or 3. selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana or a controlled substance, a dangerous drug or an alcoholic beverage. See page 45.	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, lunch, before or after	Recovery Time (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]

# Level III Discipline Chart – Elementary Schools (K-2nd Grade)

## Level III: Administrator Directed

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. **More than one disciplinary option may be assigned.**

### Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
3. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
4. Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

Examples of Offenses	Disciplinary Options								
	X	X	X	X	X	X	X	X	X
1. Committing persistent offenses from Level II, including bus infractions	X	X	X	X	X	X	X	X	X
2. Engaging in conduct that disrupts the school environment or educational process	X	X	X	X	X	X	X	X	X
3. Using profane, vulgar, obscene, or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures	X	X	X	X	X	X	X	X	X
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others	X	X	X	X	X	X	X	X	X
5. Using ethnic, racial or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	X	X	X	X	X	X	X	X	X
6. Physical aggression, physical contact or fighting		X	X	X	X	X	X	X	X
7. Using lighters or matches	X	X	X	X	X	X	X	X	X
8. Possessing or using products containing tobacco; using tobacco-less cigarettes		X		X	X	X	X	X	X
9. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices		X	X	X	X	X	X	X	X
10. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage or participate in taking photographs or videos, uploading to social networking sites, using device to cheat, etc.)		X	X	X	X	X	X	X	X
11. Possessing drug paraphernalia, aerosol paint, or fixative spray		X		X	X	X	X	X	X
12. Possessing ammunition		X	X	X	X	X	X	X	X
13. Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting		X	X	X	X	X	X	X	X
14. Possessing, distributing, or concealing a weapon not included as a mandatory removal to a DAEP or expulsion to a JJAEP, including knives that are not illegal		X	X	X	X	X	X	X	X
15. Selling, giving, or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one’s own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance		X		X	X	X		X	X
(continued on next page)									
	Parent shadowing at school	Loss of privileges (including bus probation)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention, lunch, before or after school	Recovery Time (45 minutes)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]

**Level III — Elementary (K-2nd Grade)**

Examples of Offenses	Disciplinary Options								
16. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession		X		X	X	X	X	X	X
17. Stealing or unauthorized possession of another person's property, theft; committing burglary on campus		X	X	X	X	X	X	X	X
18. Exhibiting, delivering, using, or selling look-alike weapons		X	X	X	X	X	X	X	X
19. Assaulting another student or an adult that is not a mandatory removable or expellable offense		X		X	X	X	X	X	X
20. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury		X	X	X	X	X	X	X	X
21. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense		X	X	X	X	X	X	X	X
22. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury or lying as a witness during a school investigation		X		X		X	X	X	X
23. Making sexual comments (verbal, written or gesturing) or engaging in sexual conduct, including stalking		X		X	X	X	X	X	X
24. Mooning; streaking; other forms of nudity; exposing or attempting to expose one's undergarments or those of another ("pantsing")		X		X		X	X	X	X
25. Hazing or stalking (non-sexual)	X	X		X		X	X	X	X
26. Creating a situation that may constitute a potential health or safety hazard or result in possible injury (exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person's eyes, etc.)	X	X	X	X	X	X	X	X	X
27. Engaging in inappropriate behavior on overnight trips not addressed elsewhere		X	X	X	X	X	X	X	X
28. Gambling		X	X	X	X	X	X	X	X
29. Hacking (illegal or unauthorized entry or attempted entry into the District's computer system)		X	X	X	X	X	X	X	X
30. Interfering with school activities, including trespassing, boycotting, and group demonstrations; falsifying a "safety net" report; or making a 9-1-1 call that does not constitute a mandatory removable offense		X	X	X	X	X	X	X	X
31. Participating in an unauthorized organization, secret society, or gang; gang-related activity that does not constitute a mandatory removable offense	X	X		X	X	X	X	X	X
32. Committing extortion, coercion, or blackmail		X	X	X	X	X	X	X	X
33. Tampering with a fire extinguisher, an automated external defibrillator (AED), or the storage cabinet for one of these items		X	X	X		X	X	X	X
34. Multiple incidents of bullying (confirmed through investigation)	X	X		X		X	X	X	X
35. Multiple incidents of harassment (confirmed through investigation)	X	X		X		X	X	X	X
<p><b>Notes:</b></p> <p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If an offense listed at Level III occurs on campus or at a school-related event and it is classified by a police officer as a felony or a level IV or V violation, the student is automatically disciplined at Level IV or V as appropriate, listed on pages 24-25.</p> <p>Sponsors and coaches of extracurricular activities, such as Student Council and choir, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</p> <p>Students enrolled in a grade level below third grade may not be placed in out-of-school suspension unless while on school property or while attending school-sponsored or school-related activity on or off school property the student engages in:</p> <ol style="list-style-type: none"> <li>conduct that contains the elements of an offense related to weapons,</li> <li>conduct that contains the elements of a violent offense, or</li> <li>selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana or a controlled substance, a dangerous drug or an alcoholic beverage. See page 45.</li> </ol>	Parent shadowing at school	Loss of privileges (including bus probation)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention, lunch, before or after school	Recovery Time (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]

# Level II Discipline Chart – Elementary Schools (3rd-5th)

## Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. **More than one disciplinary option may be assigned.**

### Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequences.
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
5. Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
6. **Level II Offenses and Disciplinary Options are not limited to those provided.**
7. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Disciplinary Options															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Committing persistent offenses from Level I (minor acts of misconduct, including bus infractions)		X		X	X	X	X	X		X	X	X	X	X	X	X
2. Using food inappropriately	X	X		X	X	X	X	X	X		X	X	X	X	X	X
3. Using inappropriate language (verbal or written)	X	X			X	X		X	X	X	X	X		X	X	X
4. Failing to comply with the directives of a member of the school staff; being disrespectful		X	X		X	X		X		X	X	X	X	X	X	X
5. Being truant, including skipping class and/or leaving school/class without permission		X	X		X	X		X			X	X	X	X		
6. Being tardy repeatedly			X		X						X	X		X		
7. Physically contacting another individual creating a disruptive environment			X		X	X	X	X	X	X	X	X	X	X	X	X
8. Encouraging or promoting a fight			X		X			X		X	X	X			X	X
9. Violating the dress code repeatedly			X	X		X			X		X	X	X	X		
10. Creating or participating in a minor disruption/disturbance or other inappropriate activity			X		X	X	X	X		X	X	X	X	X	X	X
11. Failing to serve detention			X		X	X		X			X	X	X	X	X	
12. Abusing the use of a hall pass		X	X		X			X	X		X	X		X		
13. Possessing lighters, matches, tobacco-less cigarettes, vaping devices or accessories or tobacco-related paraphernalia			X		X	X	X	X	X	X	X	X	X	X	X	X
14. Possessing or using a laser pointer (other than pointing toward a person's eyes)			X		X	X	X	X	X	X	X	X	X		X	
15. Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements, or energy pills (student's own)				X		X	X		X	X			X	X	X	X
16. Possessing toys and other nuisance items, including paintballs		X	X			X	X			X	X	X	X	X		

(continued on next page)

	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, before or after	Recovery Time (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)
--	--	--	-------------------	------------------------------	----------------------------	---------------------------	--------------------	---	---	----------------------	---	------------------------	----------------------------	------------------------------------	----------------------	--	---



## Level II — Elementary (3rd-5th Grade)

Examples of Offenses	Disciplinary Options																
17. Possessing or using a telecommunication device, including a cellular phone (third and subsequent minor offenses) (see Level 3 for more severe offenses)			X			X				X	X	X	X				
18. Possessing a look-alike weapon			X		X	X	X		X	X	X	X	X	X	X	X	
19. Violating the District's Responsible Use Guidelines			X		X	X	X	X			X	X		X			
20. Telling a falsehood to an adult (not associated with an investigation)		X	X		X	X		X		X	X	X	X	X			
21. Forging or altering school records, parent notes, forms, or other school/home communications			X		X	X		X	X		X	X	X	X	X		
22. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property			X		X	X	X	X			X	X	X	X	X		
23. Possessing or using a skateboard, roller blades, shoes with wheels, or other similar devices			X		X	X	X	X			X	X	X	X	X		
24. Possessing or using a camera, radio, CD player, MP3 player, calculator, video or cassette recorder, Gameboy, or other electronic devices (including wires, head phones, and other accessories) for non-authorized activities			X		X	X			X	X	X	X	X	X			
25. Being present in area without permission or in an unauthorized area		X	X		X	X		X			X	X	X	X	X	X	
26. Cheating or copying the work of another	X	X	X		X	X		X	X		X	X	X	X			
27. Engaging in an act of familiarity with another and/or inappropriate public display of affection			X		X	X		X		X	X	X	X	X	X	X	
28. Loitering on school campus before or after school or after the tardy bell rings		X	X		X					X	X	X	X				
29. Selling, or soliciting for sale, unauthorized merchandise			X		X	X	X	X			X	X	X	X	X	X	
30. Posting or distributing unauthorized publications			X		X	X		X	X	X	X	X	X	X	X		
31. Unauthorized use of property, minor theft			X		X	X	X				X	X	X	X			
32. Bullying (confirmed through investigation)		X	X		X	X	X		X		X	X	X	X	X	X	
33. Harassment (confirmed through investigation)		X	X		X	X	X		X		X	X	X	X	X	X	
<b>Notes:</b>																	
School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.																	
Sponsors and coaches of extracurricular activities, such as Student Council and choir, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.																	
	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, lunch, before or after	Recovery Time (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

# Level III Discipline Chart – Elementary Schools (3rd-5th Grade)

## Level III: Administrator Directed

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. **More than one disciplinary option may be assigned.**

### Procedures:

- The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
- The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
- Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
- Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
- Level III Offenses and Disciplinary Options are not limited to those provided.**
- Repeated violations shall result in a more severe response.**

Examples of Offenses	Disciplinary Options									
1. Committing persistent offenses from Level II, including bus infractions	X	X	X	X	X	X	X	X	X	X
2. Engaging in conduct that disrupts the school environment or educational process	X	X	X	X	X	X	X	X	X	X
3. Using profane, vulgar, obscene, or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures	X	X	X	X	X	X	X	X	X	X
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others	X	X	X	X	X	X	X	X	X	X
5. Using ethnic, racial or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group	X	X	X	X	X	X	X	X	X	X
6. Physical aggression, physical contact or fighting		X	X	X	X	X	X	X	X	X
7. Using lighters or matches	X	X	X	X	X	X	X	X	X	X
8. Possessing or using products containing tobacco; using tobacco-less cigarettes		X		X	X	X	X	X	X	X
9. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices		X	X	X	X	X	X	X	X	X
10. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage or participate in taking photographs or videos, uploading to social networking sites, using device to cheat, etc.)		X	X	X	X	X	X	X	X	X
11. Possessing drug paraphernalia, aerosol paint, or fixative spray		X		X	X	X	X	X	X	
12. Possessing ammunition		X	X	X	X	X	X	X	X	X
13. Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting		X	X	X	X	X	X	X	X	X
14. Possessing, distributing, or concealing a weapon not included as a mandatory removal to a DAEP or expulsion to a JJAEP, including knives that are not illegal		X	X	X	X	X	X	X	X	X
15. Selling, giving, or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one’s own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance		X		X	X			X	X	X
(continued on next page)										
	Parent shadowing at school									
	Loss of privileges (including bus probation)									
	Restitution of damages/restoring to order									
	Exclusion from extracurricular activities									
	Confiscation of item									
	Detention, lunch, before or after school									
	Recovery Time (45 minutes)									
	Overnight suspension									
	In-school suspension [ISS; partial or full day(s)]									
	Out-of-school suspension (up to three days)									

### Level III — Elementary (3rd-5th Grade)

Examples of Offenses	Disciplinary Options									
16. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession		X		X	X	X	X	X	X	X
17. Stealing or unauthorized possession of another person’s property, theft; committing burglary on campus		X	X	X	X	X	X	X	X	X
18. Exhibiting, delivering, using, or selling look-alike weapons		X	X	X	X	X	X	X	X	X
19. Assaulting another student or an adult that is not a mandatory removable or expellable offense		X		X	X	X	X	X	X	X
20. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury		X	X	X	X	X	X	X	X	X
21. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense		X	X	X	X	X	X	X	X	X
22. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury or lying as a witness during a school investigation		X		X		X	X	X	X	X
23. Making sexual comments (verbal, written or gesturing) or engaging in sexual conduct, including stalking		X		X	X	X	X	X	X	X
24. Mooning; streaking; other forms of nudity; exposing or attempting to expose one’s undergarments or those of another (“panting”)		X		X		X	X	X	X	X
25. Hazing or stalking (non-sexual)	X	X		X		X	X	X	X	X
26. Creating a situation that may constitute a potential health or safety hazard or result in possible injury (exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person’s eyes, etc.)	X	X	X	X	X	X	X	X	X	X
27. Engaging in inappropriate behavior on overnight trips not addressed elsewhere		X	X	X	X	X	X	X	X	X
28. Gambling		X	X	X	X	X	X	X	X	X
29. Hacking (illegal or unauthorized entry or attempted entry into the District’s computer system)		X	X	X	X	X	X	X	X	X
30. Interfering with school activities, including trespassing, boycotting, and group demonstrations; falsifying a “safety net” report; or making a 9-1-1 call that does not constitute a mandatory removable offense		X	X	X	X	X	X	X	X	X
31. Participating in an unauthorized organization, secret society, or gang; gang-related activity that does not constitute a mandatory removable offense	X	X		X	X	X	X	X	X	X
32. Committing extortion, coercion, or blackmail		X	X	X	X	X	X	X	X	X
33. Tampering with a fire extinguisher, an automated external defibrillator (AED), or the storage cabinet for one of these items		X	X	X		X	X	X	X	X
34. Multiple incidents of bullying (confirmed through investigation)	X	X		X		X	X	X	X	X
35. Multiple incidents of harassment (confirmed through investigation)	X	X		X		X	X	X	X	X
<b>Notes:</b>	<p>School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.</p> <p>If an offense listed at Level III occurs on campus or at a school-related event and it is classified by a police officer as a felony or a Level IV or V violation, the student is automatically disciplined at Level IV or V as appropriate.</p> <p>Sponsors and coaches of extracurricular activities, such as Student Council and choir, may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</p> <p>Level IV and V offenses are listed on pages 24-25.</p>									
	Parent shadowing at school	Loss of privileges (including bus probation)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention, lunch, before or after school	Recovery Time (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

# Level II Discipline Chart – Junior High Schools

## Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. **More than one disciplinary option may be assigned.**

### Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequences(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
5. Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
6. **Level II Offenses and Disciplinary Options are not limited to those provided.**
7. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Disciplinary Options																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1. Committing persistent offenses from Level I (minor acts of misconduct, including bus infractions)			X	X		X	X	X		X		X	X	X	X	X		
2. Using food inappropriately		X	X	X			X	X	X	X	X	X	X	X	X	X		
3. Using inappropriate language (verbal or written)		X	X	X			X	X		X	X	X	X	X	X			
4. Failing to comply with the directives of a member of the school staff; being disrespectful		X	X	X			X			X		X	X	X	X	X		
5. Being truant, including skipping class and/or leaving school/class without permission			X	X			X			X			X	X		X		
6. Being tardy repeatedly			X	X		X	X			X			X	X		X		
7. Physically contacting another individual creating a disruptive environment			X	X			X			X			X	X	X	X		
8. Encouraging or promoting a fight			X	X						X			X	X	X	X		
9. Violating the dress code		X	X	X	X		X			X			X	X	X	X		
10. Creating or participating in a minor disruption/disturbance or other inappropriate activity			X	X		X	X	X		X			X	X	X	X		
11. Failing to serve detention			X	X			X	X					X	X		X		
12. Abusing the use of a hall pass		X	X	X		X	X	X		X	X		X	X		X		
13. Possessing lighters, matches, tobacco-less cigarettes, electronic cigarettes, vaping devices or accessories or tobacco-related paraphernalia			X	X			X	X		X	X	X	X	X		X		
14. Possessing or using a laser pointer (other than pointing it toward a person's eyes)			X	X			X			X	X		X	X		X		
15. Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements, or energy pills (student's own)			X	X			X			X	X	X	X	X		X		
16. Possessing toys and other nuisance items, including paintballs		X	X	X			X	X		X	X	X	X	X	X	X		
(continued on next page)		X	X	X			X	X		X	X	X	X	X	X	X		
	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Restorative Circle	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, including Saturday detention	Timeout/Conference (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

## Level II — Junior High

Examples of Offenses	Disciplinary Options																	
17. Possessing or using a telecommunication device, including a cellular phone (third and subsequent minor offenses) (see Level 3 for more severe offenses)			X	X			X	X			X	X	X	X	X	X		
18. Possessing a look-alike weapon			X	X			X	X		X	X	X	X	X	X	X		
19. Violating the District's Responsible Use Guidelines		X	X	X			X	X	X		X		X	X	X	X		
20. Telling a falsehood to an adult (not associated with an investigation)		X	X	X		X	X			X	X	X	X	X		X		
21. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property			X	X			X	X	X	X	X		X	X		X		
22. Using a skateboard, roller blades, shoes with wheels, or other similar devices		X	X	X			X	X		X	X	X	X	X		X		
23. Possessing or using a camera, radio, CD player, MP3 player, calculator, video or cassette recorder, Gameboy, or other electronic devices (including wires, head phones, and other accessories) for non-authorized activities		X	X	X			X	X		X		X	X		X	X		
24. Being present in area without permission or in an unauthorized area		X	X	X			X	X		X		X	X	X		X		
25. Cheating or copying the work of another	X		X	X			X	X		X	X		X	X		X		
26. Engaging in an act of familiarity with another and/or inappropriate public display of affection		X	X	X			X			X		X	X	X		X		
27. Loitering on school campus before or after school or after the tardy bell rings		X	X	X			X	X				X	X		X			
28. Selling or soliciting for sale unauthorized merchandise		X	X	X			X			X	X	X	X	X		X		
29. Posting or distributing unauthorized publications		X	X	X			X			X	X	X	X	X		X		
30. Bullying (confirmed through investigation)		X	X	X		X	X	X		X		X	X	X		X		
31. Harassment (confirmed through investigation)		X	X	X		X	X	X		X		X	X		X	X		
Notes:																		
School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.																		
Sponsors and coaches of extracurricular activities, including Student Council, National Junior Honor Society, interscholastic athletics, cheerleading, band, etc., may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.																		
	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Restorative Circle	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, including Saturday detention	Timeout/Conference (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

# Level III Discipline Chart – Junior High Schools

## Level III: Administrator Directed

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. **More than one disciplinary option may be assigned.**

### Procedures:

- The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
- The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
- Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
- Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
- Level III Offenses and Disciplinary Options are not limited to those provided.**
- Repeated violations shall result in a more severe response.**

Examples of Offenses	Disciplinary Options								
	X	X	X	X	X	X	X	X	
1. Committing persistent offenses from Level II, including bus infractions	X	X	X	X	X	X	X	X	
2. Engaging in conduct that disrupts the school environment or educational process		X	X	X	X	X	X	X	
3. Using profane, vulgar, obscene, or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures		X	X	X	X	X	X	X	
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others		X	X	X	X	X	X	X	
5. Using ethnic, racial or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group		X	X	X	X	X	X	X	
6. Physical aggression, physical contact or fighting		X	X	X		X	X	X	
7. Using lighters or matches		X	X	X		X	X	X	
8. Using products containing tobacco; using tobacco-less cigarettes or electronic cigarettes		X	X	X		X	X	X	
9. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, "poppers," other noxious chemicals (including pepper-spray or mace-type materials), or "shock" pens and other similar devices		X	X	X	X	X	X	X	
10. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage or participate in taking photographs or videos, uploading to social networking sites, using device to cheat, etc.)		X	X	X		X	X		
11. Possessing drug paraphernalia, aerosol paint, or fixative spray		X	X	X		X	X	X	
12. Possessing ammunition		X	X	X		X	X	X	
13. Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting	X		X	X	X	X	X	X	
14. Possessing, distributing, or concealing a weapon not included as a mandatory removal to a DAEP or expulsion to a JJAEP, including knives that are not illegal		X	X	X		X	X	X	
15. Selling, giving, or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one's own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance		X	X	X		X	X	X	
16. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession		X	X	X		X	X	X	
(continued on next page)									
	Parent shadowing at school	Loss of privileges (including bus probation)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention, including Saturday detention	Overnight Suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

Persistent misconduct at Level III may result in placement at an off-campus DAEP as a Level IV offense.

(continued from previous page)  
**Level III — Junior High**

Examples of Offenses		Disciplinary Options							
17	Stealing or unauthorized possession of another person’s property, theft; committing burglary on campus		X	X	X	X	X	X	X
18.	Exhibiting, delivering, using, or selling look-alike weapons	X	X	X	X		X	X	X
19.	Forging or altering school-related records, parent notes, forms, or other school/home communications	X		X	X	X	X	X	X
20.	Assaulting another student or an adult that is not a mandatory removable or expellable offense		X				X	X	X
21.	Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury	X	X	X		X	X	X	X
22.	Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense	X		X			X	X	X
23.	Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury or lying as a witness during a school investigation	X		X		X	X	X	
24.	Making sexual comments (verbal or written) or engaging in sexual conduct	X		X			X	X	X
25.	Mooning; streaking; other forms of nudity; exposing or attempting to expose one’s undergarments or those of another (“panting”)	X		X		X	X	X	X
26.	Engaging in sexual harassment (verbal, written, or gesturing), including stalking			X			X	X	X
27.	Hazing; harassing or stalking (non-sexual)	X		X		X	X	X	X
28.	Creating a situation that may constitute a potential health or safety hazard or result in possible injury (exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person’s eyes, etc.)	X		X	X	X	X	X	X
29.	Engaging in inappropriate behavior on overnight trips not addressed elsewhere	X	X	X	X	X	X	X	X
30.	Gambling			X	X		X	X	X
31.	Hacking (illegal or unauthorized entry or attempted entry into the District’s computer system)	X		X	X		X	X	X
32.	Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a “safety net” report; and making a 9-1-1 call that does not constitute a mandatory removable offense	X		X			X	X	X
33.	Participating in an unauthorized organization, secret society, or gang; gang-related activity that does not constitute a mandatory removable offense	X		X			X	X	X
34.	Committing extortion, coercion, or blackmail	X		X	X		X	X	X
35.	Tampering with a fire extinguisher, an automated external defibrillator (AED), or the storage cabinet for one of these items			X	X		X	X	X
36.	Multiple incidents of bullying (confirmed through investigation)	X	X		X		X	X	X
37.	Multiple incidents of harassment(confirmed through investigation)	X	X		X		X	X	X

**Notes:**

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If an offense listed at Level III occurs on campus or at a school-related event and it is classified by a police officer as a felony or a Level IV or V violation, the student is automatically disciplined at Level IV or V as appropriate.

Level III offenses that are considered highly disruptive or pose a safety concern may be disciplined at Level IV as a permissive DAEP placement.

**Sponsors and coaches of extracurricular activities, including Student Council, National Junior Honor Society, interscholastic athletics, cheerleading, band, etc., may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.**

Level IV and V offenses are listed on pages 24-25.

Parent shadowing at school	Loss of privileges (including bus probation)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Detention, including Saturday detention	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)
----------------------------	--	---	---	----------------------	---	----------------------	--	---

Persistent misconduct at Level III may result in placement at an off-campus DAEP as a Level IV offense.

# Level II Discipline Chart – High Schools

## Level II: Administrator Directed

Some infractions will result in a referral to an administrator. The disciplinary action(s) will depend on the offense, previous actions, and the seriousness of the misbehavior. **More than one disciplinary option may be assigned.**

### Procedures:

1. Written referral to administrator.
2. Administrator confers with student and/or teacher to establish appropriate disciplinary consequences(s).
3. Copies of appropriate discipline notices are sent to the teacher and/or parent indicating misbehavior and action(s) taken. Parents are to sign and return the form to school.
4. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
5. Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
6. **Level II Offenses and Disciplinary Options are not limited to those provided.**
7. **Repeated violations shall result in a more severe response and/or referral to Level III.**

Examples of Offenses	Disciplinary Options																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1. Committing persistent offenses from Level I (minor acts of misconduct, including bus infractions)			X	X		X	X			X			X	X	X	X	X	
2. Using food inappropriately		X	X	X			X	X	X	X		X	X	X	X	X	X	
3. Using inappropriate language (verbal or written)		X	X	X			X	X		X	X	X	X	X	X	X	X	
4. Failing to comply with the directives of a member of the school staff; being disrespectful		X	X	X						X		X	X	X	X	X	X	
5. Truancy, including skipping class and/or leaving school/class without permission			X	X		X	X	X		X			X	X		X		
6. Repeated tardies			X	X		X	X	X		X			X	X		X		
7. Physically contacting another individual creating a disruptive environment			X	X			X			X		X	X	X	X	X	X	
8. Encouraging or promoting a fight			X	X						X		X	X	X		X	X	
9. Violating the dress code		X	X	X	X		X			X			X	X	X	X	X	
10. Creating or participating in a minor disruption/disturbance or other inappropriate activity			X	X		X	X	X		X		X	X	X	X	X	X	
11. Failing to serve detention			X	X			X	X		X			X	X		X	X	
12. Abusing the use of a hall pass		X	X	X		X	X			X	X		X	X		X	X	
13. Possessing lighters, matches, tobacco-less cigarettes, electronic cigarettes, vaping devices or accessories or tobacco-related paraphernalia			X	X			X			X	X	X	X	X	X	X	X	
14. Possessing or using a laser pointer (other than pointing toward a person's eyes)			X	X			X			X	X	X	X	X	X			
15. Possessing a current prescription (student's own medication); or possessing or using a non-prescription drug, natural and/or homeopathic-like substance, dietary supplements, or energy pills (student's own)			X	X			X			X	X		X	X		X	X	
(continued on next page)	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Restorative Circle	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges (including driving privileges)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, including Saturday	Recovery Time / Timeout/Conference (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)



**Level II — High Schools**

Examples of Offenses	Disciplinary Options																	
16. Possessing toys and other nuisance items, including paintballs		X	X	X				X		X	X	X	X	X	X			
17. Possessing or using a telecommunication device, including a cellular phone (third and subsequent minor offenses) (see Level 3 for more severe offenses)			X	X			X	X		X	X	X	X		X	X		
18. Possessing a look-alike weapon			X	X			X	X		X	X	X	X	X	X	X		
19. Violating the District's Responsible Use Guidelines		X	X	X			X	X	X	X	X		X	X	X	X		
20. Telling a falsehood to an adult (not associated with an investigation)		X	X	X			X	X			X	X	X		X	X		
21. Defacing or damaging library or classroom materials or textbooks, including removal of bar codes; defacing or damaging another person's property			X	X			X	X	X		X		X	X				
22. Possessing or using a skateboard, roller blades, shoes with wheels, or other similar devices		X	X	X			X	X	X		X		X	X		X		
23. Using or possessing visible entertainment devices (i.e. iPods, GameBoys, MP3 players, etc.; including wires, head phones, and other accessories) during the instructional day		X	X	X			X			X		X	X		X			
24. Possessing or using a camera, calculator, video or cassette recorder, or other electronic devices for non-authorized activities; using a camera on a cell phone		X	X	X			X			X	X	X	X		X			
25. Being present in area without permission or in an unauthorized area		X	X	X			X	X		X		X	X		X			
26. Cheating or copying the work of another	X		X	X			X			X		X	X		X	X		
27. Engaging in an act of familiarity with another and/or inappropriate public display of affection		X	X	X			X	X		X		X	X	X	X	X		
28. Loitering on school campus before or after school or after the tardy bell rings		X	X	X			X	X				X	X		X	X		
29. Selling or soliciting for sale unauthorized merchandise		X	X	X			X			X	X	X	X	X	X	X		
30. Posting or distributing unauthorized publications		X	X	X			X			X	X	X	X		X	X		
31. Bullying (confirmed)		X	X	X		X	X	X		X		X	X	X	X	X		
32. Harassment (confirmed)		X	X	X		X	X	X		X		X	X	X	X	X		
33. Violating parking rules/procedures			X	X			X	X		X		X	X		X	X		
<b>Notes:</b>  School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.  <b>Sponsors and coaches of extracurricular activities, including Student Council, National Honor Society, interscholastic athletics, cheerleading, marching band, etc., may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.</b>  Repeated tardies or truancy may result in a loss of driving privileges.	Grade penalty for copying or cheating (zero)	Behavior Conference / Verbal reprimand	Behavior Contract	Restorative Circle	Correct dress code violation	Parent shadowing at school	Parent call or conference	Loss of privileges (including driving privileges)	Restitution of damages/restoring to order	Exclusion from extracurricular activities	Confiscation of item	Withdrawal or restriction of bus privileges; bus probation; change of seat assignment	Social Skills Training	Detention, including Saturday detention	Recovery Time / Timeout/Conference (45 minutes or less)	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

# Level III Discipline Chart – High Schools

## Level III: Administrator Directed

Serious offenses are defined but not limited to those listed below. Persistent shall be defined as two or more violations of the code in general or repeated occurrences of the same violation. **More than one disciplinary option may be assigned.**

### Procedures:

1. The administrator investigates the infraction(s) and, if necessary, confers with the teacher.
2. The administrator determines appropriate disciplinary action(s) and notifies the student and the parents and/or guardian. The student is afforded proper due process.
3. Each campus has the authority to establish appropriate disciplinary consequences based on campus needs which may be different than other campuses in the District. As long as the individual campus is consistent in administering disciplinary options on the campus, there is no basis for a claim of discrimination. It is important to note that two students committing the same offense on the same campus may have different disciplinary actions based on the overall disciplinary record of the students.
4. Students may be assessed disciplinary consequences for offenses that occur on District property, on district-provided transportation, or at a school-sponsored or school-related activity on or off District property.
5. **Level III Offenses and Disciplinary Options are not limited to those provided.**
6. **Repeated violations shall result in a more severe response.**

Examples of Offenses	Disciplinary Options								
1. Committing persistent offenses from Level II, including bus infractions	X		X	X		X	X	X	X
2. Engaging in conduct that disrupts the school environment or educational process	X		X	X		X	X	X	X
3. Using profane, vulgar, obscene, or threatening language/graphics, including a hit list (verbal or written) that is not a mandatory removable offense; or making obscene gestures			X	X	X	X	X	X	X
4. Intentionally or knowingly making libelous or slanderous remarks (verbal or written) about students, employees, or others			X	X	X	X	X	X	X
5. Using ethnic, racial or gender-related slurs (verbal or written) or committing inappropriate acts that are directed toward a specific racial or ethnic person or group				X	X	X	X	X	X
6. Physical aggression, physical contact or fighting				X	X	X	X	X	X
7. Using lighters or matches				X	X	X	X	X	X
8. Using products containing tobacco; using tobacco-less cigarettes or electronic cigarettes				X	X	X	X	X	X
10. Possessing, distributing, or using fireworks, stink bombs, smoke bombs, “poppers,” other noxious chemicals (including pepper-spray or mace-type materials), or “shock” pens and other similar devices		X	X	X	X	X	X	X	X
11. Violating the guidelines for telecommunication devices, including a cellular phone, other than minor offenses (promote, encourage, or participate in taking photographs or videos, uploading to social networking sites, using device to cheat, etc.)					X	X	X	X	X
12. Possessing drug paraphernalia, aerosol paint, or fixative spray				X	X	X	X	X	X
13. Possessing ammunition				X	X	X	X	X	X
14. Possessing, distributing, or creating pornographic or sexually-oriented material or material that promotes violence or other illegal activities, including sexting				X	X	X	X	X	X
15. Possessing, distributing, or concealing a weapon not included as mandatory removal to a DAEP or expulsion to a JJAEP, including knives that are not illegal				X	X	X	X	X	X
16. Selling, giving, or delivering to another person a non-prescription drug or possessing or using a non-prescription drug other than one’s own; or possessing, transmitting, selling, attempting to sell, or exhibiting what is represented to be a prohibited substance				X	X	X	X	X	X
(continued on next page)									
	Parent shadowing at school	Restitution of damages/restoring to order	Loss of privileges (including bus probation or driving privileges)	Exclusion from extracurricular activities	Confiscation of item	Detention, including Saturday detention	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)

Persistent misconduct at Level III may result in placement at an off-campus DAEP as a Level IV offense.

## Level III — High Schools

Examples of Offenses	Disciplinary Options							
17. Attempting to sell or purchase a prohibited substance through verbal or written communication without being in possession				X	X	X	X	X
18. Stealing or unauthorized possession of another person’s property, theft; committing burglary on campus		X	X	X	X		X	X
19. Exhibiting, delivering, using, or selling look-alike weapons		X		X	X	X	X	X
20. Forging or altering school records, parent notes, forms, or other school/home communications				X	X	X	X	X
21. Assaulting another student or an adult that is not a mandatory removable or expellable offense				X		X	X	X
22. Vandalizing, including defacement of or damage to school property, and graffiti not included as a mandatory removable or expellable offense; inappropriate use of personal or school property that has the potential to cause damage or injury		X	X	X		X	X	X
23. Engaging in behavior that is illegal that does not constitute a mandatory removable or expellable offense					X	X	X	X
24. Failing to disclose information, hiding/covering up (for self or others) information/evidence, committing perjury or lying as a witness during a school investigation			X	X		X	X	X
25. Making sexual comments (verbal, written or gesturing) or engaging in sexual conduct, including stalking			X	X		X	X	X
26. Mooning; streaking; other forms of nudity; exposing or attempting to expose one’s undergarments or those of another (“pantsing” )			X	X			X	X
27. Hazing or stalking (non-sexual)				X		X	X	X
28. Creating a situation that may constitute a potential health or safety hazard or result in possible injury (exposing others to bodily fluids; pulling chair out from someone; taking more than recommended dosage of a medicine, possessing or using items for body piercing and/or tattooing, pointing a laser toward a person’s eyes, etc.)			X	X		X	X	X
29. Engaging in inappropriate behavior on overnight trips not addressed elsewhere		X	X	X	X	X	X	X
30. Gambling				X	X	X	X	X
31. Hacking (illegal or unauthorized entry or attempted entry into the District’s computer system)				X	X	X	X	X
32. Interfering with school activities, including trespassing, boycotting, and group demonstrations, and falsifying a “safety net” report; or making a 9-1-1 call that does not constitute a mandatory removable offense				X		X	X	X
33. Participating in an unauthorized organization, secret society, or gang; gang-related activity that does not constitute a mandatory removable offense				X		X	X	X
34. Committing extortion, coercion, or blackmail				X	X	X	X	X
35. Tampering with a fire extinguisher, an automated external defibrillator (AED), or the storage cabinet for one of these items		X		X		X	X	X
36. Multiple incidents of bullying (confirmed through investigation)	X		X	X		X	X	X
37. Multiple incidents of harassment (confirmed through investigation)	X		X	X		X	X	X

**Notes:**

School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or District property or at a school-sponsored or school-related event. These individuals also have the authority to involve law enforcement in any discipline or campus situation where it is deemed necessary.

If an offense listed at Level III occurs on campus or at a school-related event and it is classified by a police officer as a felony or a Level IV or V violation, the student is automatically disciplined at Level IV or V as appropriate.

Level III offenses that are considered highly disruptive or pose a safety concern may be disciplined at Level IV as a permissive DAEP placement.

**Sponsors and coaches of extracurricular activities, including Student Council, National Honor Society, interscholastic athletics, cheerleading, marching band, etc., may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards.**

Repeated tardies or truancy may result in a loss of driving privileges.

Level IV and V offenses are listed on pages 24-25.

Persistent misconduct at Level III may result in placement at an off-campus DAEP as a Level IV offense.

Parent shadowing at school	Restitution of damages/restoring to order	Loss of privileges (including bus probation or driving privileges)	Exclusion from extracurricular activities	Confiscation of item	Detention, including Saturday detention	Overnight suspension	In-school suspension [ISS; partial or full day(s)]	Out-of-school suspension (up to three days)
----------------------------	---	--	---	----------------------	---	----------------------	--	---

# Disciplinary Options Outlined

## Emergency Placement/Expulsion

The principal or the principal's designee may order the immediate placement of a student to a disciplinary alternative education program (DAEP) if the principal or the principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the student's class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

The principal or the principal's designee may also order the immediate expulsion of a student if the principal or the principal's designee reasonably believes that the action is necessary to protect persons or property from imminent harm.

## Conference or Hearing Rights

When an emergency placement/expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which placement in a DAEP or JJAEP may be made in a nonemergency basis. Within a reasonable amount of time after the emergency placement/expulsion but not later than the 10th day after the date of placement, the student will be given appropriate conference or hearing rights required for a student facing placement in a DAEP or expulsion. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement/expulsion. If an emergency placement/expulsion involves a student with disabilities who receives special education or 504 services, the term of the student's emergency placement/expulsion is subject to the requirements of appropriate federal law.

The student who is removed under an emergency placement/expulsion will be released to the student's parent, guardian, parent's representative, medical providers, or law enforcement authorities. The conditions of an emergency placement/expulsion may restrict the student's extracurricular activities according to the *Discipline Management Plan and Student Code of Conduct*.

## Restorative Circles

Some KISD campuses are piloting restorative practices such as restorative circles. In order to utilize circles as part of the discipline management plan, the campus staff must undergo extensive training. Not all campuses have trained staff and therefore restorative circles are not available at all schools. The option to implement a circle as a discipline management strategy is at the discretion of the campus administrator and is based on variables such as the student's willingness to participate in the process, availability of circle participants, the likelihood of the circle resolving the behavior issue, etc.

## Detention

For infractions of the Katy ISD *Discipline Management Plan and Student Code of Conduct*, other policies/regulations, or individual classroom rules, students may be assigned a campus detention before, during, or after school or on Saturday. The type of detention may vary, as well as the length of time and days of duration, depending on the campus and the seriousness of the offense. Before assigning a student to a campus detention, the student shall be informed of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his/her version of the incident. Failure to serve a campus detention will result in a more serious consequence.

Saturday detention may be assigned for disciplinary infractions as appropriate. Secondary students assigned to Saturday detention are to report to the assigned high school prior to 8:00 a.m. on the Saturday indicated on their discipline notice. Students must bring enough material to study for the entire detention period and must observe the standard dress code. Transportation to and from Saturday detention must be provided by the student or his/her parent(s).

## Notice to Parents

When a student is assigned detention, a copy of the discipline notice shall be given to the student to inform his/her parents of the reason for the detention and to afford them an opportunity

to arrange for the student's transportation, if necessary. If the detention is to be served the same day it is assigned, a parent will be called. If a parent needs to change the date or time of an assigned detention, this may be easily accomplished by calling the school or sending a signed note prior to the scheduled detention.

## Conference (Due Process)

A student who is assigned a campus detention will be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

## Prohibitions

A student assigned to a campus detention is not prohibited from attending or participating in school-sponsored or school-related activities on or off school property except during the actual timeframe of the detention. Penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

## Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a campus detention, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

## Teacher Removal of Students

### Informal Removal

A teacher **may send** a student to an appropriate campus administrator's office to maintain effective discipline in the classroom. The administrator shall respond by employing appropriate discipline management techniques consistent with the *Discipline Management Plan and Student Code of Conduct* and local policy that can reasonably be expected to improve the student's behavior before returning the student to the classroom. If the student's behavior does not improve, the administrator shall employ alternative discipline management techniques, including a referral to an RTI committee.

### Formal Removal

A teacher **may also remove** from class a student:

1. Who 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 ability of the student's classmates to learn.

A teacher **shall remove** a student from class who engages in conduct described in *Education Code 37.006* (Removal) or *37.007* (Expulsion). *Education Code 37.002(d)*

If a teacher removes a student from class under this provision, pending the conference, the principal may place the student in:

1. Another appropriate classroom; or
2. Into in-school suspension or a disciplinary alternative education program.

When a student has been formally removed from class, the principal may not return the student to that teacher's class without the teacher's consent unless a placement review committee determines that such placement is the best or only alternative available. However, if the teacher removed the student from class because the student engaged in the elements

of any offense listed in TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The terms of removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

### Notice to Parents

The principal shall send a copy of the teacher's written report documenting the conduct to the student's parents or guardians. The principal will also inform the parent of the student's assignment during the period of removal.

### Conference

Not later than the third class day after the day on which a student is removed from class by a teacher, the appropriate campus administrator or other appropriate administrator shall schedule a conference among the administrator, 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 student may not be returned to the regular classroom pending this conference. Following the conference, and whether or not each requested person was in attendance after valid attempts to require a person's attendance, the administrator, after consideration of the factors under Section 37.001 (a) (4), shall order the placement of the student back in the teacher's class, into in-school suspension, a disciplinary alternative education program, or in another teacher's classroom and specify the duration of the placement.

If the teacher does not consent to the return of the student, the Placement Review Committee must meet.

### Placement Review Committee

Each campus shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the District regarding readmission of the student. Members shall be appointed as follows:

1. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternative member; and
2. The principal shall choose one member from the professional staff.

The teacher refusing to re-admit the student may not serve on the committee.

The Placement Review Committee may override the teacher's objection to the return of the student if the committee members agree that the placement is the best or only alternative available unless the teacher removed the student from class because the student engaged in the elements of any offense listed in TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent.

### Placement

If the Placement Review Committee agrees with the principal that the teacher's classroom is the best or only available alternative, the student will be returned to the teacher's classroom unless the teacher removed the student from class because the student engaged in the elements of any offense listed in TEC 37.006 (a)(2)(B) or 37.007 (a)(2)(A) or (b)(2)(C) against the teacher. In the latter case, the student may not be returned to the teacher's class without the teacher's consent.

### Concerns/Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for a teacher removal of a student, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a concern might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be

used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

## Overnight Suspension

If a student is placed on an overnight suspension, a parent/guardian must accompany the student to school the next school day for a conference. Student absences, caused by the student's failure to appear with a parent or guardian, are considered unexcused absences. This type of suspension is not considered a disciplinary alternative education program nor does it constitute a removal from school.

### Notice to Parents

Parents will be notified in writing that a student has been placed on an overnight suspension, and the Transportation Department will be notified that the student is not to ride the bus to school.

### Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for an overnight suspension, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

## In-School Suspension

In-school Suspension (ISS) is an in-house disciplinary setting where a student may be assigned for infractions as appropriate. ISS is provided in an alternate setting other than the student's regular classroom on the student's home campus. The student's regular classroom teachers provide daily coursework for the student to complete in a structured, non-social setting. Assignments to ISS should be determined on an individual basis, based upon violations of the Discipline Management Plan and Student Code of Conduct. A decision regarding the length of removal will include consideration of the student's discipline history and will be restricted to a minimum number of days necessary to address the misconduct. ISS will not be used as a consequence of tardies or truancy. Secondary students need to be aware that repeated tardies and/or truancy may result in loss of driving privileges or the loss of other privileges.

### Length of Removal

The period of removal to ISS for an offense committed by a **secondary student** may range from a portion of a day to one (1) or more full days, not to exceed three (3) days. In no case may an ISS assignment exceed three (3) days, and these assignments will require the approval of the principal. The period of ISS placement for **elementary students** may range from one (1) or more hours up to one (1) or more full days, depending on the age and maturity of the child and the seriousness of the offense, but the period of removal will not exceed three (3) days. If a principal at any level, after receiving approval to extend the placement, recommends a period of ISS placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

The total number of days of ISS may not exceed twenty-five (25) instructional days for the year unless there are extenuating circumstances for which an extension has been granted by an appropriate central office administrator.

### Notice to Parents

Administrators will make reasonable efforts to contact parents when a student has been assigned to ISS. The student assigned to ISS will also receive a copy of the discipline notice to be given to his/her parents.

### Conference (Due Process)

A student who is assigned ISS will be given an informal

conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

### Prohibitions

A student assigned to ISS is prohibited from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). Violation of one of these prohibitions may result in the student being arrested for or charged with trespassing. **The student will be allowed to attend and/or participate in school-sponsored or school-related activities, including practices for activities, on the day following the last day of the assignment.** If the student receives additional assignments while serving an ISS placement, this prohibition is extended until the day following the completion of all consecutive assignments. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

### Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for in-school suspension, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, appropriate assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn disciplinary assignment.

(See "Complaints" on page ix.)

### Continuation of Placement

If a student who is assigned to ISS withdraws and enrolls in another school district before the expiration of an ISS assignment, the District will forward a copy of the disciplinary notice along with other student records. The District in which the student enrolls may continue the assignment or may allow the student to attend regular classes without completing the days assigned. If a student withdraws from the District after being assigned to ISS and returns within the same school year, the student will be required to serve the remainder of his/her ISS assignment if the assignment was not completed in another district.

### Transfers

Katy ISD will require a student enrolling in the District to complete an ISS assignment ordered by the previous school district upon receipt of the written notice.

### Out-of-School Suspension

State law allows a student (elementary grades third through fifth grade or secondary) to be assigned out-of-school suspension for up to three (3) school days, with no limit on the number of times a student may be suspended in a semester or school year. Students below grade three may not be assigned out-of-school suspension unless the student engages in conduct pertaining to weapons, violent offenses, drugs or alcohol (as detailed in *Texas Education Code 37.005*). In addition to the general guidelines considered when determining whether suspension is an appropriate disciplinary sanction, the administrator, will also consider self defense (as defined at "Fighting/Physical Contact/Assault") and the intent or lack of intent at the time the student engaged in the conduct and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. The administrator will only consider the

student's discipline history when determining the length of placement. The student's absence, if assigned out-of-school suspension, shall be considered to be an excused absence. The student shall be responsible for all assignments missed during the period of suspension. If the student satisfactorily completes assignments for the period of the out-of-school suspension within a reasonable time determined by the District, no grade penalty will be imposed. It is the responsibility of the parent to provide adequate supervision of the student during the period of out-of-school suspension.

### Length of Removal

The duration of the student's out-of-school suspension, which cannot exceed three (3) school days, will be determined by the principal or other appropriate administrator.

### Notice to Parents

Every effort will be made to notify the parent prior to suspending the student from school. Parents will be provided with written notification of student suspensions. The notice will specify the nature of the offense, the length of the out-of-school suspension, due process rights, and other sanctions.

### Conference (Due Process)

A student who is assigned an out-of-school suspension will be given an informal conference with the principal or appropriate administrator advising the student of the conduct with which the student is charged and giving the student the opportunity to explain his or her version of the incident.

### Prohibitions

A student who is assigned an out-of-school suspension is prohibited from being on Katy ISD property or from attending or participating in school-sponsored or school-related activities on or off school property except by special permission for educational-type events only (i.e. PSAT/SAT/ACT testing and College Night). Violation of one of these prohibitions may result in the student being arrested for or charged with trespassing. **The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, on the day following the last day of the out-of-school suspension.** Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

### Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for an out-of-school suspension, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

### Continuation of Placement

If a student who is assigned an out-of-school suspension withdraws and enrolls in another school district before the expiration of the period of suspension, the District is required to forward a copy of the suspension notice along with other student records. The District in which the student enrolls may continue the out-of-school suspension or may allow the student to attend regular classes without completing the period of suspension. If a secondary student withdraws from the District after being assigned a suspension and returns within the same school year, the student will be required to serve the remainder of his/her out-of-school suspension if the suspension was not completed in another district.

### Transfers

Katy ISD will require a student enrolling in the District to complete an out-of-school suspension ordered by the previous school district upon receipt of the written notice.

## Disciplinary Alternative Education Program (DAEP)

Katy ISD shall provide a disciplinary alternative education program (DAEP) that:

1. Is provided in a setting other than a student's regular classroom;
2. Is located on or off a regular school campus;
3. Provides for the students who are assigned to the DAEP to be separated from students who are not assigned to the program;
4. Focuses on English language arts, mathematics, science, history, and self-discipline;
5. Provides for students' educational and behavioral needs;
6. Provides supervision and counseling;
7. Requires each teacher to meet all certification requirements; and
8. Provides a minimum of at least seven (7) hours of instructional time per day.

In addition to the general guidelines considered when determining whether DAEP is an appropriate disciplinary sanction, the administrator will also consider self defense (as defined at "Fighting/Physical Contact/Assault"), the intent or lack of intent at the time the student engaged in the conduct, if the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct and the student's discipline history.

The Opportunity Awareness Center (OAC) serves as the District's off-campus DAEP site for secondary students. Elementary students placed in a DAEP will be accommodated on their home campuses. In rare cases, an elementary student may be placed in a DAEP at another location. **A student who is younger than six years of age may not be removed from class and placed in a DAEP.** Elementary students may not be placed in a DAEP with students not in elementary school.

Academically, the mission of a DAEP shall be to enable students to perform at grade level. However, **Katy ISD is not required to provide a course necessary to fulfill a student's high school graduation requirements other than the core areas specified above in item #4 while placed in the off-campus DAEP setting.** Although only the core courses are required by statute, the OAC does offer students many elective options. Students will be withdrawn from a course for the remainder of the semester if the course is not offered at the OAC, and the student will be offered an alternative course to earn the credit. Advanced courses, such as, but not limited to, preAP, AP, dual credit, and CTE courses, are not offered at the OAC; therefore, students enrolled in these courses will be enrolled in academic-level coursework or in another elective in order to stay on track for graduation. The District is required to offer a student placed in a DAEP an opportunity to complete coursework necessary to stay on track for graduation before the beginning of the next school year. Students in grades 8-12 assigned to the OAC at any point during the school year are eligible to attend the summer academic program offered at the OAC free of charge to earn or regain credit. Students are permitted to complete any foundation curriculum course in which the student was enrolled at the time of removal to the OAC before the beginning of the next school year. Upon approval, courses may be completed through correspondence courses, distance learning opportunities, or summer school, at the expense of the District.

## Permissive Placement

Secondary students who continue to engage in serious or persistent misbehavior at the home campus **may be recommended** for a permissive placement at the OAC.

A student who is required to register as a sex offender (under Chapter 62, Code of Criminal Procedures) and who **is not under** any form of court supervision, **may be removed** from the regular classroom and placed in a DAEP as specified in *TEC 37.305*. The District may not place the student in the regular classroom if the Board's designee determines that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers;
  2. Will be detrimental to the educational process; or
  3. Is not in the best interests of the district's students.
- Students will not be considered for a permissive placement for the offenses of truancy and tardies.

In addition, a student **may be removed** from class and placed in a DAEP based on **conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:**

1. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, *Penal Code*, or those offenses defined in Title 5, *Penal Code*; and
2. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the *Penal Code*, the superintendent or the superintendent's designee may consider all available information including the information furnished under Article 15.27, *Code of Criminal Procedures*. The length of stay for this offense will be determined on an individual basis.

## Mandatory Placement

Secondary students committing offenses for which mandatory removal to a disciplinary alternative education program (DAEP) is required will be placed at the OAC. Elementary students will be placed in an on-campus DAEP; however, elementary students committing serious offenses requiring long-term placements **may** be bused to a central elementary location.

A student **shall be removed** from class and placed in a DAEP if the student:

1. Engages in conduct involving a public school that contains the elements of the offense of false alarm or report under Section 42.06, *Penal Code*, or terroristic threat under Section 22.07, *Penal Code*; or
2. Commits the following on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - a. Engages in conduct punishable as a felony (if not specified as a mandatory expellable offense at Level V);
  - b. Engages in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), *Penal Code*;
  - c. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
    - 1) Marijuana or a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or by *21 USC Section 801 et seq.*; or
    - 2) A dangerous drug, as defined by Chapter 483, *Health and Safety Code*;
  - d. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, *Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage;
  - e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under section 485.031 through 485.034, *Health and Safety Code*; or
  - f. Engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, *Penal Code*, or indecent exposure under Section 21.08, *Penal Code*.

**In lieu of placement in a DAEP, the District may expel a student for conduct listed in items 1, 2(c), 2(d), or 2(e) above.**

Except as provided by Section 37.007(d), *Education Code* (expellable offenses related to retaliation), a student **shall be removed** from class and placed in a DAEP if the student engages in conduct on or off school property that contains

the elements of the offense of retaliation under Section 36.06, *Penal Code*, against any school employee.

A student in possession of any device, not included as an expellable offense by statute, that is designed to propel a projectile either by a spring-type mechanism, air, or gas **shall also be removed from class and placed** in a DAEP according to local policy. This includes, but is not limited to, items such as BB-guns, pellet guns, slingshots, etc.

A student **shall be removed** from class and placed in a DAEP based on conduct occurring off campus and while the student is not in attendance at a school sponsored or school-related activity if:

1. The student received deferred prosecution under Section 53.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code* (see page 19 for Title 5 offenses), or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.
2. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*; or
3. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.

A student **shall be removed from class and placed** in a DAEP, according to local policy, if a student takes more than the recommended dosage of his/her own medication or any other substance (regardless of whether it is a nonprescription medicine, nonregulated synthetic substance, etc.) and receives a ticket or is arrested for public intoxication or a similar charge.

Katy ISD administrators **shall recommend** placing a student in a DAEP who is found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

A student who is required to register as a sex offender (under Chapter 62, Code of Criminal Procedures) and who **is under** any form of court supervision, including probation, community supervision, or parole, **shall be removed** from the regular classroom and placed in a DAEP as specified in *TEC 37.304*.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who engaged in conduct that contains the elements of any of the offenses listed in 2(a), 2(c), or 2(f), as specified in the expellable offenses at Level V, if the offense is against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who has engaged in conduct described in items 1, 2, and 3, as specified at the beginning of the section on Expulsion [37.007(a)], if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

Katy ISD administrators **will recommend**, at a minimum, placing a student in the DAEP (in lieu of a permissive expulsion) who has engaged in conduct that contains the elements of the offense of breach of computer security under Section 33.02, *Penal Code*, involving access to a computer, computer network, or computer system owned by or operated on behalf of the District.

Katy ISD administrators **will recommend**, at minimum, placing a student in a DAEP if the student engages in conduct that contains the elements of the offense of assault against any employee or volunteer.

Katy ISD administrators **may recommend** placing a student in a DAEP as provided in Texas Education Code 37.008 if the student engages in bullying that encourages a student commit or attempt to commit suicide; incites violence against a student through group bullying; or releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

### Emergency Placement

The principal or principal's designee may order the immediate placement of a student in an off-campus DAEP if the principal or principal's designee reasonably believes the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn or with the operation of the school or a school-sponsored activity. *Education Code 37.019*  
(See "Emergency Placement/Expulsion" on page 43.)

## Information Related to Permissive and/ or Mandatory DAEP Placements

### Length of Removal

The minimum assignment for secondary students assigned to the OAC for engaging in conduct that constitutes a permissive or mandatory removal to a DAEP will be for 75 school days unless the ending date of the placement would occur during the last ten (10) school days of the semester in which case the placement would be through the end of the semester; therefore, the maximum placement will be 85 school days unless the assignment is made under *TEC 37.304*, *37.305*, or *37.0081* in which case applicable provisions regarding the length of placement under those statutes will be used.

Placements at the OAC are for a specified period of time; however, a student may be granted the option of an early release from the OAC based on their overall discipline history. A student who meets criteria based on exemplary behavior, academics, and good attendance may be recommended for early release. The behavior expectation levels and the early-release option will be explained in further detail to the student/parent during the intake conference. Students whose early release falls during the last ten (10) school days of a semester will remain on the OAC campus but will be allowed to attend after-school activities sponsored by the home campus during that time period as long as no additional disciplinary infractions are committed at the OAC or home campus. Students who commit a second offense during the same school year that requires placement at the OAC or JJAEP will not be eligible for an early release option.

A student who is required to register as a sex offender under Chapter 62 of the *Code of Criminal Procedure* and who is placed at the OAC may be placed for a longer period of time as allowed by *TEC 37.304* and *37.305*. Students assigned under *TEC 37.0081* may also be placed for a longer period of time than listed above. These students will not be eligible for an early release as described below.

Students who commit an offense which requires a mandatory removal to a DAEP while already assigned to the OAC will have their assignment extended by a minimum of 75 school days and/or may be permissively expelled to the JJAEP. Students who engage in serious or persistent misconduct while assigned to the OAC may have their assignment at the OAC extended for a minimum of 30 school days or be expelled to a juvenile justice alternative education program (JJAEP). Parents will be notified in writing of the additional misconduct and will be informed of the appropriate due process rights based on the disciplinary consequence assessed.

Before a student may be placed in a disciplinary alternative education program for a period that extends beyond the end of the school year, the Board or its designee must make one of the following determinations:

1. The student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm



to the student or another individual.

2. The student has engaged in serious misbehavior that violates the District's Student Code of Conduct.

**Elementary students** persistently misbehaving or committing mandatory removable offenses will be placed in accordance with law and in consideration of the age and maturity of the child. The minimum DAEP placement for elementary students will be for one (1) school day with the maximum placement being for ten (10) school days. A student who is younger than six (6) years of age may not be placed in a DAEP. Elementary students may not be placed in a DAEP with students not in elementary. If an administrator recommends a period of placement that is inconsistent with these guidelines, notice of the inconsistency must be provided in the written notice to the parent.

### Notice to Parents

Parents will be provided with written notification of student placements in the DAEP. The notice will specify the nature of the offense, the length of the assignment, due process rights, and other sanctions. Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion to a JJAEP.

### Conference

Not later than the third class day after the day on which a student is removed from class, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student and the student (unless the parent chooses to represent the student). The conference may be held over the phone with the designated individuals present with parent permission. 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 reason for the removal. The student may not be returned to class pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the campus administrator shall order the placement of the student. Before ordering the removal to a disciplinary alternative education program, the behavior coordinator must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, regardless of whether the decision of the behavior coordinator concerns a mandatory or discretionary action. Students assigned to the off-campus DAEP will be suspended for three (3) school days prior to reporting to the DAEP to allow time for the conference, an intake conference at the OAC, and for transportation to be arranged. Parents, who wish to do so, may transport their student to a DAEP on the first day of removal if there is adequate time to schedule the intake conference.

If the principal or other appropriate administrator orders a DAEP placement that extends beyond 60 days or the end of the next grading period, whichever is earlier, parents are entitled to notice of and opportunity to participate in a campus-level hearing (see "Appeals"). Until the hearing can be held and transportation can be arranged, a principal or other appropriate administrator may:

- Suspend the student for three (3) days.
- Begin the student's DAEP assignment at the OAC [including within the three (3) day suspension if the parent agree to transport the student]. (Days count toward early release option, if applicable.)
- Place the student in an on-campus DAEP pending the campus-level hearing. (Students may receive credit for no more than three days served on an on-campus DAEP toward their 75-day placement.)

### Complaints

Once a disciplinary consequence is assigned, the student is expected to serve the consequence to avoid additional penalties. While there is no disciplinary appeal for DAEP placements which do not extend beyond 60 days or the end of the next grading period, whichever is earlier, parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

### Appeals

Assignments to a DAEP that do not extend beyond 60 days or the end of the next grading period, whichever is earlier, may not be appealed under the discipline process.

(See "Complaints" above.)

**If placement in a DAEP extends beyond 60 days or the end of the next grading period**, whichever is earlier, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the building principal or an impartial hearing officer. The parent must notify the principal in writing within three (3) school days of receipt of the disciplinary notice if a hearing is to be requested. If the student is to be represented at the hearing by an attorney, the principal must be notified in advance of the hearing in order to obtain equal representation. Failure to notify the principal in advance will result in the need to postpone the hearing. If the District is unable to secure equal representation in a timely manner, the student may receive credit for days served in an on-campus DAEP toward their 75-day placement.

In order to appeal the campus-level hearing decision, a written request for an appeal must be submitted to the Associate Superintendent for Administration, Governance, and Legal Affairs within three (3) school days of the notice of the campus-level hearing officer's decision or the right to appeal is waived. **The student will be placed in the DAEP during the appeal process.** At the secondary level, this placement will be at the OAC.

The Associate Superintendent for Administration, Governance, and Legal Affairs will contact the parent within five (5) school days of receipt of the written request for appeal to schedule an informal District-level committee to hear the appeal. The proceeding will be recorded to provide an accurate record of the proceedings and the parents will be notified in writing of the decision as promptly as possible. The decision of the District-level committee is final. However, parents/students may still exercise their right to avail themselves of the complaint process outlined in Board policy FNG (LOCAL). A disciplinary consequence cannot be overturned as a result of the complaint process. (See "Complaints" on page ix.)

### Appeal Process for Students Required to Register as Sex Offenders

Students who are placed in the DAEP, as a result of being required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, are placed for at least one semester. A student or the student's parent or guardian may appeal the decision to place the student in the DAEP by requesting a conference among the Board's designee, the student's parent or guardian, and the student. The conference is limited to the factual question of whether the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure. If the Board's designee determines at the conclusion of the conference that the student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure, the student shall be placed in the DAEP. The decision of the Board's designee is final and may not be appealed.

## Placement Reviews and Assessments for Long-Term Assignments

A student placed in a DAEP shall be provided a review of the student's status, including a review of the student's academic status, by the Board's designee at intervals not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. (The District is not required to provide courses other than those specified in statute while the student is attending a DAEP.) At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent. The teacher must not be coerced to consent.

A student who is required to register as a sex offender under Chapter 62 of the *Code of Criminal Procedure* and who is placed at the OAC is entitled to a review at the end of the first semester of the student's placement, and if it is determined the student must remain in the DAEP, the student's placement will be reviewed prior to the beginning of each school year. A committee, as specified under *TEC 37.306*, will be established to conduct any reviews regarding the student's placement.

A student placed in a DAEP for 90 school days or longer must be administered an assessment instrument designed, at minimum, to assess a student's basic skills in reading and mathematics upon placement and upon departure to review the student's academic growth during the placement.

### Placement Reviews under Article 15.27(g)

When the Superintendent or the Superintendent's designee receives notice under Article 15.27(g), *Code of Criminal Procedure*, the office of the prosecuting attorney or the office or officer designated by the juvenile court notifies the District that prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence; or the court or jury found the student not guilty or made a finding that the student did not engage in delinquent conduct or conduct in need of supervision and the case is dismissed with prejudice; the Superintendent or designee shall review the student's placement in the DAEP. The student may not be returned to the regular classroom pending the review. The Superintendent or designee shall schedule a review of the student's placement with the student's parent or guardian not later than the third class day after the Superintendent or designee receives notice from the office or official designated by the court. After reviewing the notice and receiving information from the student's parent or guardian, the Superintendent or designee may continue the student's placement in the DAEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent or guardian may appeal the Superintendent's decision described above to the Board of Trustees. The student may not be returned to the regular classroom pending the appeal. The Board shall, at the next scheduled Board meeting, review the notice provided under Article 15.27(g) of the *Code of Criminal Procedure*, and receive information from the student, the student's parent or guardian, and the Superintendent or designee and confirm or reverse the decision described above. If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending an appeal to the Commissioner. This appeal process does not apply to placement to the DAEP made in accordance with *Texas Education Code 37.006(a)*.

### Other Sanctions/Prohibitions

A student removed to either an on-campus or off-campus disciplinary alternative education program is prohibited from being on Katy ISD property (for purposes other than attending classes) or from attending or participating in school-sponsored

or school-related activities on or off school property except by special permission from the home campus principal. Violation of one of these prohibitions may result in the student being arrested for or charged with trespassing. The student will be allowed to return to the home campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice or participation in extracurricular activities, **on the day following the last day of the DAEP placement**. Additional penalties may be imposed by sponsors of extracurricular groups/organizations in accordance with established guidelines.

Secondary students assigned to the OAC in which the period of placement extends into the next school year must have the approval of the appropriate principal(s) and a review committee (including extracurricular sponsors, if applicable) in order to attend summer activities on the home campus or the summer academic term in Katy ISD. Students may choose to attend the summer academic term at the OAC free of charge or, if approved, may pay to attend the regular summer academic term.

Senior students who complete their full assignment at the OAC prior to or on the day of graduation and who meet all requirements for graduation may walk at the commencement ceremony and receive a diploma from the District. Senior students whose OAC assignment extends into the next school year may not walk at the commencement ceremony even if all graduation requirements are met; however, their OAC assignment ends when graduation requirements are met even though the full assignment has not been served. While these students may not walk at the commencement ceremony, they will receive their diploma from the District.

### Transportation

Elementary students placed in an on-campus DAEP may continue their regular mode of transportation. The District will provide transportation from designated pick-up and drop-off points to students placed in an off-campus DAEP. Secondary students assigned to the OAC must ride a school bus to and from the OAC unless they are transported to/from the facility by a parent or guardian. Failure to comply with transportation rules will result in disciplinary consequences, extension of placement, and/or police intervention. If a student does not adhere to bus rules, the student will be removed from the bus and parents will be responsible for transportation.

### Order of Removal

An appropriate campus administrator shall deliver to the student and the student's parents or guardians a copy of a written order placing the student in a DAEP. If an administrator removes a student to a DAEP for misconduct for which the penalty is mandatory removal and the term of the removal extends beyond 60 days or the end of the next grading period, whichever is earlier, **no later than the second business day after the date of a final appeal hearing is held** by the Board or its designee, the Board or designee shall deliver a copy of the order placing the student in a DAEP to the authorized officer of the juvenile court in which the student resides.

### Notice to Staff

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an offense requiring placement in a DAEP of the student's misconduct. Each educator shall keep the information confidential from any person not entitled to the information.

### Reporting

In the manner required by the Texas Commissioner of Education, the District shall annually report for each placement in a DAEP:

1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the placement was based on:
  - a. Conduct violating the student code of conduct;
  - b. Conduct for which a student may be removed from class under Teacher Removal provisions;

- c. Conduct for which placement in a DAEP is required;
  - d. Conduct occurring while a student was enrolled in another school district and for which placement in a DAEP is permitted.
3. The number of full or partial days the student was assigned to the program and the number of days the student attended the program.
  4. The number of placements that were inconsistent with the *Discipline Management Plan and Student Code of Conduct*.

*Education Code 37.020*

In addition, the District is required to forward a copy of the order of removal for students placed in a DAEP under Section 37.006 to the authorized officer of the juvenile court in the county in which the student resides.

### Continuation of Placement

If a student placed in a DAEP enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the placement order along with other student records. The District in which the student enrolls may continue the DAEP placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a DAEP and returns within the same school year or in the school year in which the placement ends, the student will be required to serve the remainder of his/her time in the appropriate DAEP if the placement was not completed in another district's DAEP.

### Transfers

Katy ISD will require a student coming from a DAEP in another school district, an open-enrollment charter school, or a private school to complete his/her DAEP assignment in Katy ISD as specified upon receipt of the written order. The length of the placement will be assessed to ensure that it is consistent with the lengths of placements specified in Katy ISD's *Discipline Management Plan and Student Code of Conduct*, except that a student may not be placed for a period longer than originally assigned by the previous district. The District is required to provide information regarding a transferring student's conduct resulting in a DAEP placement to staff members as noted previously at "Notice to Staff."

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion.
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

*Education Code, 25.001(d)*

### Expulsion

A student must be expelled for any Level V offense requiring expulsion in compliance with Chapter 37 of the *Texas Education Code*. As required by *Texas Education Code 37.011*, the Katy ISD Board of Trustees has entered into agreements with the Harris County and Fort Bend County Juvenile Justice Alternative Education Programs (JJAEP) to provide educational services to secondary students expelled from the District for mandatory and permissive reasons. In addition to the general guidelines considered when determining whether JJAEP is an appropriate disciplinary sanction, the administrator will also consider self defense (as defined at "Fighting/Physical Contact/Assault"), the intent or lack of intent at the time the student engaged in the conduct, and discipline history.

The JJAEP is required to provide a curriculum that focuses on English language arts, mathematics, science, social studies, and self-discipline. The District is required to accept course credit earned by the student in the JJAEP as credit earned in the District. In the case of a high school student, a review will be conducted on the student's progress towards meeting high school graduation

requirements and shall establish a specific graduation plan for the student. The program is not required to provide a course necessary to fulfill a student's high school graduation requirements other than a course as specified above. *TEC 37.011(d)*

### Mandatory Placements

A student **shall be expelled** from school if the student, on school property or while attending a school-sponsored or school-related event on or off school property:

1. Engages in conduct that contain the elements of the offense of unlawfully carrying weapons under Section 46.02, Penal Code, or elements of an offense relating to prohibited weapons under Section 46.05, Penal Code.
2. Engages in conduct that contains the elements of the offense of:
  - a. Aggravated assault under 22.02, *Penal Code*, sexual assault under 22.011, *Penal Code*, or aggravated sexual assault under 22.021, *Penal Code*;
  - b. Arson under 28.02, *Penal Code*;
  - c. Murder under 19.02, *Penal Code*, capital murder under 19.03, *Penal Code*, or criminal attempt to commit murder or capital murder under 15.01, *Penal Code*;
  - d. Indecency with a child under 21.11, *Penal Code*;
  - e. Aggravated kidnapping under 20.04, *Penal Code*;
  - f. Aggravated robbery under 29.03, *Penal Code*;
  - g. Manslaughter under 19.04, *Penal Code*;
  - h. Criminally negligent homicide under 19.05, *Penal Code*; or
  - i. Continuous sexual abuse of young child or children under Section 21.02, *Penal Code*; or
3. Engages in the following conduct, if the conduct is punishable as a felony:
  - a. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
    - 1) Marihuana or a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or by 21 *USC Section 801* et seq.; or
    - 2) A dangerous drug, as defined by Chapter 483, *Health and Safety Code*;
  - b. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, *Alcoholic Beverage Code*, commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.

A student **shall be expelled** if the student engages in conduct that contains the elements of any offense listed in items #1, #2, or #3 above against any employee or volunteer in retaliation for or as a result of the person's employment or association with the school district without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity in or off school property.

A student **shall also be expelled** if the student brings a firearm, as defined by 18 *USC Section 921*, to school. The student must be expelled from the student's regular campus for a period of **at least one year**, except that:

1. The superintendent or other chief administrative officer of the District **may modify** the length of the expulsion in the case of an individual student;
2. The District **shall provide** educational services to an expelled student in a DAEP if the student is younger than ten (10) years of age on the date of expulsion; and
3. The District **may provide** educational services to an expelled student who is ten (10) years of age or older in a DAEP.

### Permissive Placements

A student **may be expelled** if, while on school property, while within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related event on or off school property, the student engages in conduct that contains the elements of an offense of:

1. Assault under Section 22.01(a)(1), *Penal Code*, against a school district employee or a volunteer as defined by Section 22.053, *Education Code*; or

2. Deadly conduct under Section 22.05, *Penal Code*.

A student **may be expelled** if the student engages in conduct that contains the elements of the offense of assault against any employee or volunteer in retaliation for or as a result of the person's employment or association with the school 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.

A student **may be expelled** if the student, **while placed** in disciplinary alternative education program (DAEP), engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. Serious misbehavior for this purpose means:

1. Deliberate violent behavior that poses a direct threat to the health and safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, *Penal Code*; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness under Section 21.07, *Penal Code*.
  - b. Indecent exposure under Section 21.08, *Penal Code*;
  - c. Criminal mischief under Section 28.03, *Penal Code*;
  - d. Personal hazing under Section 37.152, *Penal Code*; or
  - e. Harassment under Section 42.07(a)(1), *Penal Code*, of a student or District employee.

A student who engages in conduct that contains the elements of the offense of criminal mischief under Section 28.03, *Penal Code*, **may be expelled** if the conduct is punishable as a felony. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student is expelled.

A student **may be expelled** for engaging in 2(a), 2(c), or 2(f) (as specified at the beginning of the mandatory placements) if the offense is against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

A student **may be expelled** for engaging in conduct described in items 1, 2, and 3, as specified in the expellable offenses at the beginning of the mandatory placements [37.007(a)], *TEC*, if the student engages in that conduct on the school property of another district in this state or while attending a school-sponsored or school-related activity of a school in another district in this state.

A student **may also be expelled**, regardless of when or where the offense occurred after an opportunity for a hearing in accordance with *TEC* 37.0081, if the student:

1. Has received deferred prosecution under Section 53.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code* (see page 19 for Title 5 offenses), or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
2. Has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*;
3. Is charged with engaging in conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
4. Has been referred to a juvenile court for allegedly engaging in delinquent conduct under Section 54.03, *Family Code*, for conduct defined as a felony offense in Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
5. Has received probation or deferred adjudication for a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*;
6. Has been convicted of a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*; or
7. Has been arrested for or charged with a felony offense under Title 5, *Penal Code*, or the felony offense of aggravated robbery under Section 29.03, *Penal Code*.

(See "Hearing Procedures..." on page 52 for more information.)

A student between 6 and 10 years of age **may not be expelled**, but **must be placed** in a DAEP for an expellable offense. A student between 6 and 10 years of age who brings a firearm to school, and thereby violates the federal firearms provision, **must be expelled** but provided educational services in a DAEP [*Education Code* 37.007(e) and (h)]. A student younger than 6 years of age **may not be expelled or placed** in a DAEP [*Education Code* 37.006(l) and 37.007(h)] except for firearm violations. Elementary students cannot be placed in a DAEP with students not in elementary school.

### Emergency Expulsion

A principal or principal's designee is authorized to order the immediate expulsion of a student if the principal or designee reasonably believes that action is necessary to protect persons or property from imminent harm. *Education Code* 37.019 (b)  
(See "Emergency Placement/Expulsion" on page 43.)

### Placement and Length of Expulsions

Students who engage in conduct that constitutes a permissive or mandatory expulsion to a JJAEP will be placed for 90 school days unless the ending date of the placement would occur during the last ten (10) school days of the semester in which case the placement would be through the end of the semester; therefore, the maximum placement will be 100 school days unless the assignment is made under *TEC* 37.304, 37.305, or 37.0081 in which case applicable provisions regarding the length of placement under those statutes will be used.

Campus administrators may indicate that a student can be considered for an early return to the home campus based on a student's overall discipline history. If a student is granted the option for an early release, the student's progress at the JJAEP will be reviewed after having served 45 days. The review will consider whether or not the student has met the established attendance, behavior, and academic expectations of the appropriate JJAEP). Therefore, the sooner a student begins his/her JJAEP assignment, the quicker it is possible for the student to be considered for an early return to the home campus. Students whose early release falls during the last ten (10) school days of a semester will remain on the JJAEP campus but will be allowed to attend after-school activities sponsored by the home campus during that time period as long as no additional disciplinary infractions are committed at the JJAEP or home campus. Students who commit a second offense during the same school year that requires placement at the OAC or JJAEP will not be eligible for an early release option.

Elementary students who commit expellable offenses will be placed in a DAEP setting in accordance with law and in consideration of the age and maturity of the child. Elementary placements may range from a minimum of one (1) school day to a maximum of 30 school days except for firearms as described below.

If an administrator recommends a period of placement that is inconsistent with these guidelines, written notice of the inconsistency must be provided in the written notice to parents.

### Placement and Length for Firearms

State and federal laws 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 or possessing a firearm at school. However, the Superintendent may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled secondary student in a JJAEP. An appropriate placement will be made according to the age and maturity of an elementary student with a firearm violation.

### Placement and Length for Title V Felonies Under *TEC* 37.0081

An exception to the length of placement may be made for students who commit Title V felonies and are expelled under *TEC* 37.0081. The students expelled under this provision may be placed for the same time periods established for other expellable offenses or for longer periods of time, including until the students graduate from high school.

## Notice to Parents

Parents will be provided written notice of a recommendation for expulsion. To afford a reasonable opportunity for preparation, the written notice shall include the date and time of the hearing, the names of witnesses against the student, and the nature of the evidence and documents to be used.

Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a DAEP or expulsion to a JJAEP.

## Prohibitions

Expelled students are prohibited from being on Katy ISD property or from attending any school-related or school-sponsored extracurricular activities on or off school property during the period of expulsion, including during any appeal processes, except by special permission from the home campus principal. Violation of one of these prohibitions may result in the student being arrested for or charged with trespassing. The student will be allowed to return to the campus and/or to attend and/or participate in school-sponsored or school-related activities, including practice, **on the day following the last day of the JJAEP assignment.**

Students expelled for a period in which the placement extends into the next school year are only eligible to attend the OAC summer academic term in Katy ISD **if** the JJAEP does not offer a summer academic program and courses are offered at the OAC that are applicable to the student.

Senior students who complete their full assignment at the JJAEP prior to or on the day of graduation and who meet all requirements for graduation may walk at the commencement ceremony and receive a diploma from the District. Senior students whose JJAEP assignment extends into the next school year may not walk at the commencement ceremony even if all graduation requirements are met; however, their JJAEP assignment ends when graduation requirements are met even though the full assignment has not been served. While they may not walk at the commencement ceremony, they will receive their diploma from the District.

## Transportation

The parents of students who are placed in a JJAEP will be required to provide transportation for their student as determined by the memorandum of understanding with the appropriate JJAEP.

## Due Process—Campus Level

Before a student may be expelled, the Board or its designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the 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. **Unless the student's parent/guardian signs a waiver forfeiting the student's rights to a hearing, a hearing must be held.** A parent who waives his/her rights to a hearing and later decides to proceed with a hearing must request a hearing in writing within three (3) school days of receipt of the original notice. If the student is to be represented at the hearing by an attorney, the principal must be notified in advance of the hearing in order to obtain equal representation. Failure to notify the principal in advance will result in the need to postpone the hearing.

Before ordering the expulsion, the board or its designee must consider whether the student acted in self-defense, the intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, and whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, regardless of whether the decision of the board or its designee concerns a mandatory or discretionary action.

For a secondary student who has committed a disciplinary

infraction for which expulsion is mandatory under statute, the student shall, to the extent provided by law or by the memorandum of understanding, immediately attend an educational program in a JJAEP upon completion of the campus-level hearing and a decision to place the student at the JJAEP. The JJAEP will be the student's assigned placement pending the outcome of any further appeals. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

In an expulsion hearing, the student or the student's representative will be provided an opportunity to testify, present evidence or witnesses in his/her defense, examine evidence presented by the school, and question the school's evidence. The District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent.

## Hearing Procedures for Expulsions for Title 5 Felonies Under *TEC 37.0081* Only

If a student is being recommended for expulsion for a Title 5 felony according to *TEC 37.0081*, the student is entitled to a hearing regardless of the length of expulsion to the JJAEP. At the campus-level hearing, the hearing officer must determine that the student's presence in the regular classroom:

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

The decision of a hearing held under *TEC 37.0081* is final and may not be appealed.

The student's placement may be ordered regardless of:

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

The student placed in the JJAEP according to *TEC 37.0081* may be assigned until:

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

The student placed in the JJAEP under this provision is entitled to periodic reviews as prescribed for any other student assigned to the JJAEP, and the placement may be continued if the student transferred to or from another district.

## District-Level Appeal of Expulsion

A parent or guardian may appeal a campus-level decision for expulsion, however, a secondary student's placement during the appeal process will be at the JJAEP. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

In order to appeal a campus-level decision, a written request must be made in writing within three (3) school days of the receipt of written notification of the campus-level decision. The written request should be addressed to the District's Chief Hearing Officer:

Mrs. Bonnie Holland  
Associate Superintendent for Administration, Governance,  
and Legal Affairs  
Katy Independent School District  
PO Box 159  
Katy, TX 77492-0159

The Associate Superintendent for Administration, Governance, and Legal Affairs shall provide the student an opportunity for a hearing before a District-level hearing committee at which the student will be afforded the requisite due process. The District's Chief Hearing Officer shall contact the parent within five (5) school days of receipt of the written

request for appeal to schedule a hearing. After scheduling the hearing, the District's Chief Hearing Officer shall provide written notice of the hearing including the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The decision of the District-level hearing committee shall be based exclusively on evidence presented at the hearing and shall be communicated in writing to the student and the parent(s) as promptly as possible.

### Appeal to the Board

A decision by the District-level hearing committee to expel a student may be appealed to the Board. Request for a Board review of a decision to expel a student shall be made in writing to the Superintendent within three (3) school days after receipt of the written decision. The Superintendent shall provide the parent written notice of the date, time, and place of the meeting within five (5) school days of receipt of the appeal request. The Board shall review the record created in the hearing before the District-level hearing committee and shall base its decision on that record. No new evidence shall be presented to the Board. A secondary student will remain in the JJAEP pending the outcome of the appeal process. Elementary students will also be placed in accordance with law and in consideration of the age and maturity of the child during the appeal process.

### Appeal of Board's Decision

The Board's decision may be appealed by trial de novo to a state district court in the county in which the school district's central administrative office is located. A secondary student will remain in the JJAEP pending the outcome of the appeal.

### Complaints

Parental complaints regarding issues that were ancillary to the consequence should be addressed informally with the teacher, assistant principal, or campus principal, as appropriate. For example, a complaint might allege that proper procedures were not followed. If these conferences are not satisfactory, parents may follow the formal complaint process in accordance with Board Policy FNG (LOCAL). This process may not be used to overturn a disciplinary assignment.

(See "Complaints" on page ix.)

### Notice to Authorities

The Board or its designee shall deliver to the student and the student's parent or guardian a copy of the order expelling the student. The Board or its designee shall also mail a copy of the order to the authorized officer of the juvenile court in the county in which the student resides **within two (2) business days after the final hearing at the local level.**

### Notice to Staff

The law requires the District to notify each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in an expellable offense. Each educator shall keep the information confidential from any person not entitled to the information. Likewise, the District is obligated to notify all instructional and support personnel who have regular contact with the student when the student engages in certain criminal activity listed in Section 37.015 of the *Texas Education Code*.

### Reporting

In the manner required by the Texas Commissioner of Education, the District shall annually report for each expulsion:

1. Information identifying the student, including the student's race, sex, and date of birth, that will enable the agency to compare placement data with information collected through other reports;
2. Information indicating whether the expulsion was based on:
  - a. Conduct for which expulsion is required under Section 37.007, including information specifically indicating whether a student was expelled on the basis of Section 37.007(e); or
  - b. Conduct for which expulsion is permitted under Section 37.007;
3. The number of full or partial days the student was expelled; and

4. Information indicating whether:
  - a. The student was placed in a juvenile justice alternative education program under Section 37.011;
  - b. The student was placed in a disciplinary alternative education program; or
  - c. The student was not placed in a juvenile justice or other disciplinary alternative education program;
5. The number of placements that were inconsistent with the *Discipline Management Plan and Student Code of Conduct*.

*Education Code 37.020*

### Restrictions on Court Orders

A court may not order an expelled student to attend a regular classroom, a regular campus, or a DAEP as a condition of probation or deferred prosecution.

### Continuation of Placement

If a student expelled from Katy ISD enrolls in another school district before the expiration of the period of placement, the District is required to forward a copy of the expulsion order along with other student records. The District in which the student enrolls may continue the expulsion under the terms of the order or may allow the student to attend regular classes without completing the period of placement. If a secondary student withdraws from the District after being assigned to a JJAEP and returns prior to the expiration of the placement, the student will be required to serve the remainder of his/her time in the JJAEP.

### Transfers

If a student who is under an expulsion order from another school district attempts to enroll in Katy ISD, Katy ISD will continue the expulsion under the terms specified upon receipt of the written order and will consider placement in an appropriate JJAEP or DAEP based on whether the grounds for placement are consistent with Katy ISD's *Discipline Management Plan and Student Code of Conduct*.

If a student enrolling in the District is under the age of 18 years and is establishing a residence separate and apart from the person's parent/guardian, the District is not required to admit the student if the student:

1. Has engaged in conduct or misbehavior within the preceding year that has resulted in removal to a DAEP or expulsion.
2. Has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct; or
3. Has been convicted of a criminal offense and is on probation or other conditional release.

*Education Code, 25.001(d)*

# Students with Disabilities

## Section 504 of the Rehabilitation Act of 1973 and Individuals with Disabilities Education Improvement Act (IDEA)

### Disciplinary Procedures for Students with Disabilities

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable statutes, rules and regulations. In addition to the general guidelines considered when determining whether suspension, DAEP or JJAEP placement is an appropriate disciplinary sanction, administrators will consider a student's disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### Definition of a Student with a Disability under Section 504

A student is considered to have a disability under Section 504 of the Rehabilitation Act of 1973 if the student:

1. Has a physical or mental impairment which **substantially** limits one or more of life's major activities,
2. Has a record of such an impairment, or

3. Is regarded as having such an impairment.

34 CFR Section 104.3(j)

### Definition of a Student with a Disability under IDEA

For purposes of this section, a student with a disability is a student who has been evaluated in accordance with 34 Code of Federal Regulations relating to comprehensive individual assessment and determined by an Admission, Review, and Dismissal (ARD) Committee as meeting the eligibility criteria for Autism, Deaf-Blindness, Auditory Impairment, Emotional Disturbance, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech Impairment, Traumatic Brain Injury, Visual Impairment, and/or Non-Categorical Early Childhood and who because of these impairments needs special education and related services.

In addition to statutory requirements for an ARD committee to conduct a manifestation determination before a student is removed for more than ten (10) days, the law states that an ARD committee must be convened specifically to review a special education student's conduct prior to assessing a disciplinary consequence for bullying, harassment, or making hit lists.

## Student Responsible Use Guidelines for Technology

Katy Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines as part of their review of the Discipline Management Plan and Student Code of Conduct handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Definition of District Technology System.** The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, tools (Internet- or District-server based);
- Externally accessed databases (such as the Internet); and,

- District-provided Internet access;
- District-filtered public Wi-Fi;
- Virtual environments; and
- New technologies as they become available.
- District-provided cloud resources and devices.

### Availability of Access

**Acceptable Use.** Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to a Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi (on district devices for students who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

**Students 13 or younger.** For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education, blogs, and, Google Drive (grades 2-5). These tools can be accessed through the District's student Webpage.

**Use of Personal Telecommunication Devices.** The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and

paper. To this end, the District will open a filtered, wireless network through which students in specific age groups will be able to connect privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Katy ISD network.

- **Junior High and High School** – Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.
- **Elementary** – Students in grades 2-5 are allowed to bring personal telecommunication devices for academic classroom use as determined by the classroom teacher. Each campus will develop procedures for use and management.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the District's Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan and Student Code of Conduct*.

**Content/Third-Party Supplied Information.** Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan and Student Code of Conduct*.

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, Google Drive, and online meeting sessions. The use of a learning management system, blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Digitally

transmitted content that includes inappropriate language, images or content is prohibited.

Students must have an A or AM code in order for their information to be shared on social media.

**Use of System Resources.** Students are asked to purge email or outdated files on a regular basis.

**Password Confidentiality.** Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses, and at school-sponsored or school-related activities on or off school property.
- Each student is responsible for his/her own device: setup, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Availability of telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. STAAR testing, classroom testing situations, campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

## **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

**Violations of Law.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
  - copyrighted material;
  - plagiarized material;
  - material protected by trade secret; or
  - blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.
- Tampering with or theft of components from District systems



may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer.** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.** Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information (such as, but not limited to, home addresses, phone numbers, email addresses, birthdates) about oneself or of others is prohibited.

**Commercial Use.** Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

**Marketing by Non-KISD Organizations.** Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

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

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved *Discipline Management Plan and the Student Code of Conduct.*]

**Intellectual Property/Copyright Violations.** Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed. Downloading or using copyrighted information without following approved District procedures is also prohibited.

**Plagiarism.** Fraudulently altering or copying documents or files authored by another individual is prohibited.

**Impersonation.** Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet and disciplinary actions as deemed appropriate by the campus.

**Illegally Accessing or Hacking Violations.** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

## Student Email Accounts and Electronic Communication Tools

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 5 - 12 are given access to a District

student email account. This account is set up with the student's user ID. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 5 -12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Students in grades 2-5 are granted an email account for the purpose of providing a username to the educational learning tools such as Discovery Education, wikis and Google Drive that aid learning at school and at home.

Email and other digital tools such as, but not limited to blogs and learning management systems, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. Email is subject to monitoring by appropriate staff.

Students in grades 6-12 should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Students in grade 5 will begin using their email account in the spring to make course selections. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

**Perceived Representation.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

**Privacy.** Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language.** Using obscene, lewd, inflammatory, threatening, or disrespectful language in emails, blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references regarding any political advertising.

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

**Junk Mail.** Generally students should refrain from forwarding emails which do not relate to the educational purposes of the District. Emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

## Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the

attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to sites that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Disclaimer**

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

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

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

# Katy ISD Schools and Facilities Map 2017-2018

## Elementary Schools

- 1 Roosevelt Alexander Elementary (RAE)**  
6161 S. Fry Rd. • Katy 77494  
Call: 281-237-7100 • Main Fax: 281-644-1585
- 2 Bear Creek Elementary (BCE)**  
4815 Hickory Downs Dr. • Houston 77084  
Call: 281-237-5600 • Main Fax: 281-644-1500
- 3 Catherine Bethke Elementary (CBE)**  
4535 E. Ventana Pkwy. • Katy 77493  
Call: 281-234-4200 • Main Fax: 281-644-1935
- 4 Robert & Felice Bryant Elementary (BES)**  
29801 Kingsland Blvd. • Katy 77494  
Call: 281-234-4300 • Main Fax: 281-644-1965
- 5 Cimarron Elementary (CE)**  
1100 S. Peek Rd. • Katy 77450  
Call: 281-237-6900 • Main Fax: 281-644-1505
- 6 Sue Creech Elementary (SCE)**  
5905 S. Mason Rd. • Katy 77450  
Call: 281-237-8850 • Main Fax: 281-644-1605
- 7 Keiko Davidson Elementary (KDE)**  
26906 Pine Mill Ranch Dr. • Katy 77494  
Call: 281-234-2500 • Main Fax: 281-644-1925
- 8 Jo Ella Exley Elementary (JEE)**  
21800 Westheimer Pkwy. • Katy 77450  
Call: 281-237-8400 • Main Fax: 281-644-1535
- 9 Edna Mae Fielder Elementary (FE)**  
2100 Greenway Village Dr. • Katy 77494  
Call: 281-237-6450 • Main Fax: 281-644-1515
- 10 Franz Elementary (FES)**  
2751 Westgreen Blvd. • Katy 77449  
Call: 281-237-8600 • Main Fax: 281-644-1520
- 11 Loraine T. Golbow Elementary (GE)**  
3535 Lakes of Bridgewater Dr. • Katy 77449  
Call: 281-237-5350 • Main Fax: 281-644-1525
- 12 Michael L. Griffin Elementary (MGE)**  
7800 S. Fry Rd. • Katy 77494  
Call: 281-237-8700 • Main Fax: 281-644-1850
- 13 Jeanette Hayes Elementary (JHE)**  
21203 Park Timbers Ln. • Katy 77450  
Call: 281-237-3200 • Main Fax: 281-644-1541
- 14 Bonnie Holland Elementary (BHE)**  
23720 Seven Meadows Pkwy. • Katy 77494  
Call: 281-234-0500 • Main Fax: 281-644-1695
- 15 Zelma Hutsell Elementary (HE)**  
5360 Franz Rd. • Katy 77493  
Call: 281-237-6500 • Main Fax: 281-644-1530
- 16 MayDell Jenks Elementary (MJE)**  
27602 Westridge Creek Ln. • Katy 77494  
Call: 281-234-4100 • Main Fax: 281-644-1940
- 17 Katy Elementary (KE)**  
5726 George Bush Dr. • Katy 77493  
Call: 281-237-6550 • Main Fax: 281-644-1550
- 18 Odessa Kilpatrick Elementary (OKE)**  
26100 Cinco Ranch Blvd. • Katy 77494  
Call: 281-237-7600 • Main Fax: 281-644-1570
- 19 Robert E. King Elementary (RKE)**  
1901 Charlton House Ln. • Katy 77493  
Call: 281-237-6850 • Main Fax: 281-644-1595
- 20 Mayde Creek Elementary (MCE)**  
2698 Greenhouse Rd. • Houston 77084  
Call: 281-237-3950 • Main Fax: 281-644-1555
- 21 Polly Ann McRoberts Elementary (PME)**  
3535 Fry Rd. • Katy 77449  
Call: 281-237-2000 • Main Fax: 281-644-1580
- 22 Memorial Parkway Elementary (MPE)**  
21603 Park Tree Ln. • Katy 77450  
Call: 281-237-5850 • Main Fax: 281-644-1560
- 23 Morton Ranch Elementary (MRE)**  
2502 Mason Rd. • Katy 77449  
Call: 281-234-0300 • Main Fax: 281-644-1685
- 24 Nottingham Country Elementary (NCE)**  
20500 Kingsland Blvd. • Katy 77450  
Call: 281-237-5500 • Main Fax: 281-644-1566
- 25 Hazel S. Pattison Elementary (PE)**  
19910 Stonelodge Dr. • Katy 77450  
Call: 281-237-5450 • Main Fax: 281-644-1575
- 26 James E. Randolph Elementary (JRE)**  
5303 Flewellen Oaks Ln. • Fulshear 77441  
Call: 281-234-3800 • Main Fax: 281-644-1930
- 27 Jack & Sharon Rhoads Elementary (RES)**  
19711 Clay Rd. • Katy 77449  
Call: 281-237-8500 • Main Fax: 281-644-1590
- 28 Roberta Wright Rylander Elementary (RRE)**  
24831 Westheimer Pkwy. • Katy 77494  
Call: 281-237-8300 • Main Fax: 281-644-1600
- 29 Jean & Betty Schmalz Elementary (SES)**  
18605 Green Land Way • Houston 77084  
Call: 281-237-4500 • Main Fax: 281-644-1615
- 30 Fred & Patti Shafer Elementary (FPSE)**  
5150 Ranch Point Dr. • Katy 77494  
Call: 281-234-1900 • Main Fax: 281-644-1880
- 31 Stan C. & Patsy Stanley Elementary (SSE)**  
26633 Cinco Terrace Dr. • Katy 77494  
Call: 281-234-1400 • Main Fax: 281-644-1865
- 32 Ursula Stephens Elementary (USE)**  
2715 Fry Rd. • Katy 77449  
Call: 281-234-0200 • Main Fax: 281-644-1680
- 33 Sundown Elementary (SE)**  
20100 Saums Rd. • Katy 77449  
Call: 281-237-5400 • Main Fax: 281-644-1610
- 34 West Memorial Elementary (WME)**  
22605 Provincial Blvd. • Katy 77450  
Call: 281-237-6600 • Main Fax: 281-644-1625
- 35 James Williams Elementary (JWE)**  
3900 S. Peek Rd. • Katy 77450  
Call: 281-237-7200 • Main Fax: 281-644-1545
- 36 Tom Wilson Elementary (TWE)**  
5200 Falcon Landing Blvd. • Katy 77494  
Call: 281-234-1600 • Main Fax: 281-644-1870
- 37 Diane Winborn Elementary (DWE)**  
22555 Prince George Ln. • Katy 77449  
Call: 281-237-6650 • Main Fax: 281-644-1510
- 38 Maurice L. Wolfe Elementary (WE)**  
502 Addicks-Howell Rd. • Houston 77079  
Call: 281-237-2250 • Main Fax: 281-644-1620
- 39 Ray & Jamie Wolman Elementary (RJWE)**  
28727 N. Firethorne Rd. • Katy 77494  
Call: 281-234-1700 • Main Fax: 281-644-1875
- 40 WoodCreek Elementary (WCE)**  
1155 WoodCreek Bend Ln. • Katy 77494  
Call: 281-234-0100 • Main Fax: 281-644-1690

# Katy ISD Schools and Facilities Map 2017-2018

## Junior High Schools

- 50 Rodger & Ellen Beck Junior High (BJH)**  
5200 S. Fry Rd. • Katy 77450  
Call: 281-237-3300 • Main Fax: 281-644-1630
- 51 Beckendorff Junior High (BDJH)**  
8200 S. Fry Rd. • Katy 77494  
Call: 281-237-8800 • Main Fax: 281-644-1635
- 52 Cardiff Junior High (CJH)**  
3900 Dayflower Dr. • Katy 77449  
Call: 281-234-0600 • Main Fax: 281-644-1855
- 53 Cinco Ranch Junior High (CRJH)**  
23420 Cinco Ranch Blvd. • Katy 77494  
Call: 281-237-7300 • Main Fax: 281-644-1640
- 54 Katy Junior High (KJH)**  
5350 Franz Rd. • Katy 77493  
Call: 281-237-6800 • Main Fax: 281-644-1645
- 55 Mayde Creek Junior High (MCJH)**  
2700 Greenhouse Rd. • Houston 77084  
Call: 281-237-3900 • Main Fax: 281-644-1650
- 56 T.H. McDonald Junior High (MDJH)**  
3635 Lakes of Bridgewater Dr. • Katy 77449  
Call: 281-237-5300 • Main Fax: 281-644-1655
- 57 Garland McMeans Junior High (MMJH)**  
21000 Westheimer Pkwy. • Katy 77450  
Call: 281-237-8000 • Main Fax: 281-644-1660
- 58 Memorial Parkway Junior High (MPJH)**  
21203 Highland Knolls • Katy 77450  
Call: 281-237-5800 • Main Fax: 281-644-1665
- 59 Morton Ranch Junior High (MRJH)**  
2498 Mason Rd. • Katy 77449  
Call: 281-237-7400 • Main Fax: 281-644-1670
- 60 Seven Lakes Junior High (SLJH)**  
6026 Katy-Gaston Rd. • Katy 77494  
Call: 281-234-2100 • Main Fax: 281-644-1885
- 61 Stockdick Junior High (SJH)**  
4777 Peek Rd. • Katy 77493  
Call: 281-234-2700 • Main Fax: 281-644-1970
- 62 James & Sharon Tays Junior High (TJH)**  
26721 Hawks Prairie Blvd. • Katy 77494  
Call: 281-234-2400 • Main Fax: 281-644-1945
- 63 West Memorial Junior High (WMJH)**  
22311 Provincial Blvd. • Katy 77450  
Call: 281-237-6400 • Main Fax: 281-644-1675
- 64 WoodCreek Junior High (WCJH)**  
1801 WoodCreek Bend Ln. • Katy 77494  
Call: 281-234-0800 • Main Fax: 281-644-1860

## High Schools

- 70 Cinco Ranch High School (CRHS)**  
23440 Cinco Ranch Blvd. • Katy 77494  
Call: 281-237-7000 • Main Fax: 281-644-1734  
**9th Grade Center**  
Call: 281-237-7090 • Main Fax: 281-644-1734
- 71 Katy High School (KHS)**  
6331 Highway Blvd. • Katy 77494  
Call: 281-237-6700 • Main Fax: 281-644-1700  
**9th Grade Center**  
Call: 281-237-6750 • Main Fax: 281-644-1707
- 72 Mayde Creek High School (MCHS)**  
19202 Groeschke Rd. • Houston 77084  
Call: 281-237-3000 • Main Fax: 281-644-1718  
**9th Grade Center**  
Call: 281-237-3090 • Main Fax: 281-644-1723
- 73 Morton Ranch High School (MRHS)**  
21000 Franz Rd. • Katy 77449  
Call: 281-237-7800 • Main Fax: 281-644-1746  
**9th Grade Center**  
Call: 281-237-7800 • Main Fax: 281-644-1756
- 74 Patricia E. Paetow High School (PHS)**  
23111 Stockdick School Rd. • Katy 77493  
Call: 281-234-4900 • Main Fax: 281-644-1975
- 75 Seven Lakes High School (SLHS)**  
9251 S. Fry Rd. • Katy 77494  
Call: 281-237-2800 • Main Fax: 281-644-1785  
**9th Grade Center**  
Call: 281-237-2950 • Main Fax: 281-644-1799
- 76 James E. Taylor High School (THS)**  
20700 Kingsland Blvd. • Katy 77450  
Call: 281-237-3100 • Main Fax: 281-644-1760  
**9th Grade Center**  
Call: 281-237-3170 • Main Fax: 281-644-1764
- 77 Obra D. Tompkins High School (OTHS)**  
4400 Falcon Landing Blvd. • Katy 77494  
Call: 281-234-1000 • Main Fax: 281-644-1910  
**9th Grade Center**  
Call: 281-234-1020 • Main Fax: 281-644-1920
- 78 Arthur Miller Career & Technology Center (MCTC)**  
1734 Katyland Dr. • Katy 77493  
Call: 281-237-6300 • Main Fax: 281-644-1775
- 79 Martha Raines High School Opportunity Awareness Center**  
1732 Katyland Dr. • Katy 77493  
**Behavior Transition Program (BTP)**  
Call: 281-237-2300 • Main Fax: 281-644-1782  
**Martha Raines High School (RHS)**  
Call: 281-237-1500 • Main Fax: 281-644-1781  
**Opportunity Awareness Center (OAC)**  
Call: 281-237-6350 • Main Fax: 281-644-1780

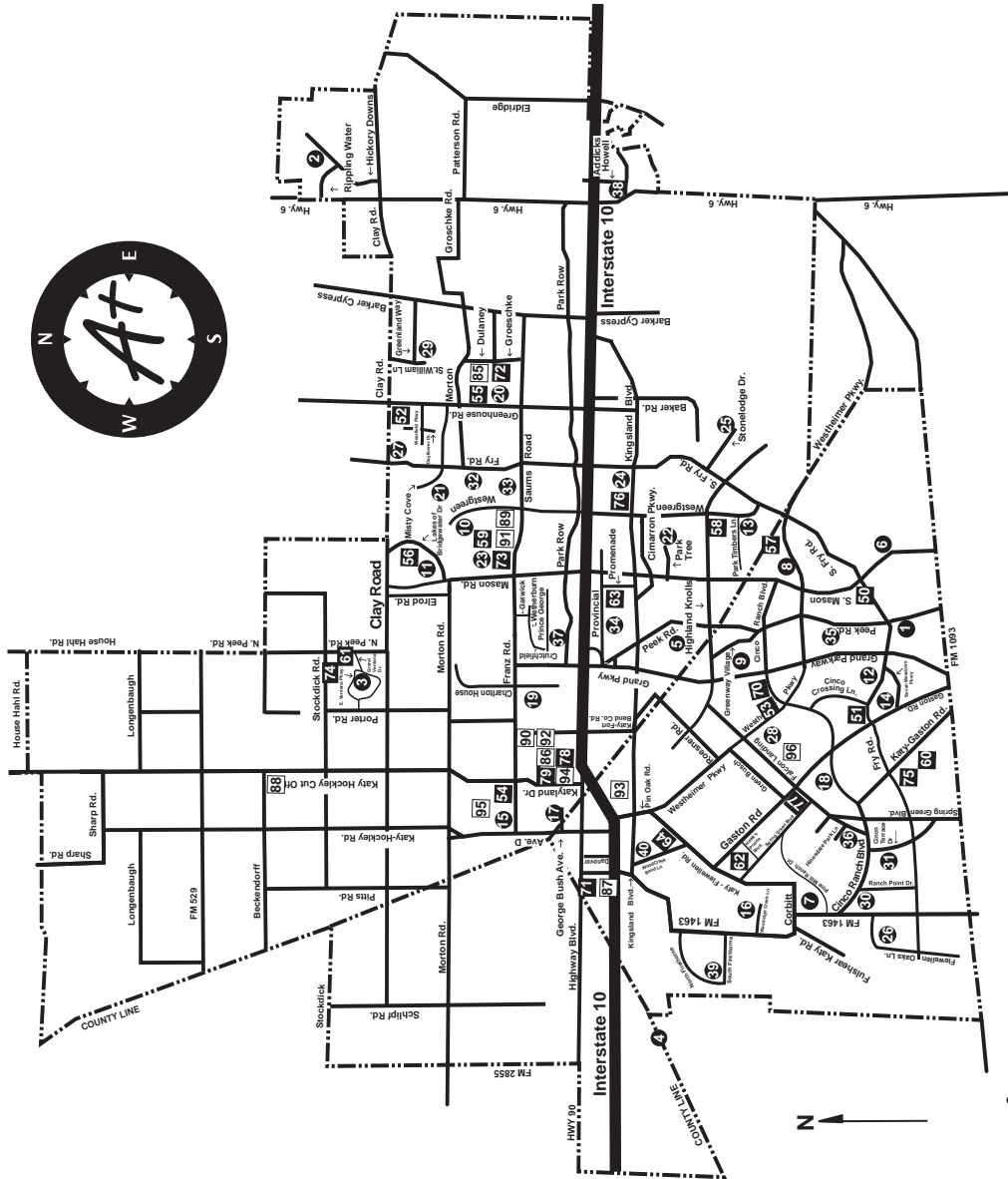
## Central Facilities

- 85 East Transportation Center**  
2901 Dulaney Rd. • Houston 77084  
Call: 281-396-2700 • Main Fax: 281-644-1810
- 86 ECI Project TYKE / PPCD**  
1736 Katyland Dr. • Katy 77493  
Call TYKE: 281-237-6647  
Call PPCD: 281-396-2604
- 87 Education Support Complex (ESC)**  
6301 S. Stadium Ln. • Katy 77494  
P.O. Box 159 • Katy 77492-0159  
Call: 281-396-6000 • Main Fax: 281-644-1800
- 88 Gerald D. Young Agricultural Facility**  
5825 Katy Hockley Cut Off • Katy 77493
- 89 Mark L. Hopkins Law Enforcement Center**  
20370 Franz Rd. • Katy 77449  
Call: 281-237-4000 • Main Fax: 281-675-7030
- 90 Legacy Stadium (LS)**  
1830 Katyland Dr. • Katy 77493  
Call: 281-396-2149
- 91 Maintenance & Operations Center**  
20380 Franz Rd. • Katy 77449  
Call: 281-396-2500 • Main Fax: 281-644-1819
- 92 Jack F. Rhodes Memorial Stadium**  
1733 Katyland Dr. • Katy 77493  
Call: 281-396-6380
- 93 Simon Youth Academy at Katy Mills Mall (SYF ACAD)**  
5000 Katy Mills Circle • Katy 77494  
Call: 281-396-6050 • Main Fax: 281-644-3800
- 94 Robert R. Shaw Center for Science, Technology, Engineering, Arts & Mathematics (RSC)**  
1730 Katyland Dr. • Katy 77493  
Call: 281-396-7670
- 95 Support Services Complex**  
5364 Franz Rd. • Katy 77493
- Nutrition & Food Services**  
Call: 281-396-6240 • Main Fax: 281-644-1815
- Publications & Printing**  
Call: 281-396-6250 • Main Fax: 281-396-6208
- Purchasing**  
Call: 281-396-6260 • Main Fax: 281-644-1828
- Warehouse-Distribution Center**  
Call: 281-396-6290 • Main Fax: 281-644-1838
- West Transportation Center**  
Call: 281-396-7560 • Main Fax: 281-644-1839
- 96 South Transportation Center**  
3151 Falcon Landing Blvd. • Katy 77494  
Call: 281-396-2115 • Main Fax: 281-644-1896
- Kenneth D. Welch Outdoor Learning Center**  
Call: 281-396-2460 • Main Fax: 281-644-1824
- Leonard E. Merrell Center**

# Katy ISD Schools and Facilities Map 2017-2018

## Katy ISD Map

- |  |  |
|--|--|
| <p><b>Elementary Schools</b></p> <ul style="list-style-type: none"> <li>1 Roosevelt Alexander Elementary</li> <li>2 Bear Creek Elementary</li> <li>3 Catherine Belfrage Elementary</li> <li>4 Robert &amp; Felice Bryant Elementary</li> <li>5 Cimarron Elementary</li> <li>6 Sue Creech Elementary</li> <li>7 Keiko Davidson Elementary</li> <li>8 Jo Ella Exley Elementary</li> <li>9 Edna Mae Fielder Elementary</li> <li>10 Franz Elementary</li> <li>11 Loraine T. Golbow Elementary</li> <li>12 Michael L. Griffin Elementary</li> <li>13 Jeanette Hayes Elementary</li> <li>14 Bonnie Holland Elementary</li> <li>15 Zeima Hussell Elementary</li> <li>16 MayDell Jenks Elementary</li> <li>17 Katy Elementary</li> <li>18 Odessa Kippatrick Elementary</li> <li>19 Robert E. King Elementary</li> <li>20 Mayde Creek Elementary</li> <li>21 Polly Ann McRoberts Elementary</li> <li>22 Memorial Parkway Elementary</li> <li>23 Morton Ranch Elementary</li> <li>24 Nottingham County Elementary</li> <li>25 Hazel S. Pattison Elementary</li> <li>26 James E. Randolph Elementary</li> <li>27 Jack &amp; Sharon Rhoads Elementary</li> <li>28 Roberta Wright Rylander Elementary</li> <li>29 Jean &amp; Betty Schmalz Elementary</li> <li>30 Fred &amp; Patti Shater Elementary</li> <li>31 Stan C. &amp; Patsy Stanley Elementary</li> <li>32 Ursula Stephens Elementary</li> <li>33 Sundown Elementary</li> <li>34 West Memorial Elementary</li> <li>35 James Williams Elementary</li> <li>36 Tom Wilson Elementary</li> <li>37 Diane Winborn Elementary</li> <li>38 Maurice L. Wolfe Elementary</li> <li>39 Ray &amp; Jamie Wolman Elementary</li> <li>40 WoodCreek Elementary</li> </ul> | <p><b>Secondary Schools</b></p> <ul style="list-style-type: none"> <li>51 Rodger &amp; Ellen Beck Junior High</li> <li>52 Beckendorf Junior High</li> <li>53 Cardiff Junior High</li> <li>54 Cinco Ranch Junior High</li> <li>55 Katy Junior High</li> <li>56 Mayde Creek Junior High</li> <li>57 T.H. McDonald Junior High</li> <li>58 Garland McMeans Junior High</li> <li>59 Memorial Parkway Junior High</li> <li>60 Morton Ranch Junior High</li> <li>61 Seven Lakes Junior High</li> <li>62 Stocklick Junior High</li> <li>63 James &amp; Sharon Tays Junior High</li> <li>64 West Memorial Junior High</li> <li>65 WoodCreek Junior High</li> <li>66 Cinco Ranch High School</li> <li>67 Katy High School</li> <li>68 Mayde Creek High School</li> <li>69 Morton Ranch High School</li> <li>70 Patricia E. Paetow High School</li> <li>71 Seven Lakes High School</li> <li>72 James E. Taylor High School</li> <li>73 Obra D. Tompkins High School</li> <li>74 Arthur Miller Career &amp; Technology Center</li> <li>75 Martha Raines High School</li> <li>76 Opportunity Awareness Center</li> <li>77 Behavior Transition Program</li> </ul> |
|--|--|





# Katy ISD Instructional Calendar 2017-2018

Approved by the Katy ISD Board of Trustees on February 27, 2017

-- Elementary --  
Four Grading Periods  
8:20 a.m. to 3:40 p.m.  
(440 Minutes)

-- Secondary --  
Six Grading Periods  
7:25 a.m. to 2:35 p.m.  
(430 Minutes)

## Calendar Highlights

- JULY**  
4 **Holiday • Staff**
- AUGUST**  
3-4 New Teacher Inservice Day  
7 Teacher Preparation Day  
8 Convocation • Secondary a.m./Elementary p.m.  
9 Secondary District Professional Learning Day  
10 Elementary District Professional Learning Day  
11 Campus Professional Learning Day  
14 Campus Professional Learning Day  
15 Teacher Preparation Day  
16 First Day of Fall Semester
- SEPTEMBER**  
4 **Holiday • Students and Staff**  
13 Family Night (No Homework Assigned)  
25 2nd Six Weeks Begins (Secondary)
- OCTOBER**  
9 Early Dismissal for Elementary Parent Conferences and Secondary Professional Learning  
16 2nd Nine Weeks Begins (Elementary)  
18 Family Night (No Homework Assigned)  
20 Early Dismissal for Elementary Parent Conferences and Secondary Professional Learning
- NOVEMBER**  
1 3rd Six Weeks Begins (Secondary)  
20 Thanksgiving Break Begins  
29 Family Night (No Homework Assigned)
- DECEMBER**  
15 Early Dismissal, End of Semester  
18 Winter Break Begins
- JANUARY**  
1 **Holiday • Students and Staff**  
2 Teacher Preparation Day  
3 First Day of Spring Semester  
15 Campus Professional Learning Day • **Student Holiday**  
24 Family Night (No Homework Assigned)
- FEBRUARY**  
16 Early Dismissal for Campus Professional Learning  
19 District Professional Learning Day, • **Student Holiday**  
20 5th Six Weeks Begins (Secondary)
- MARCH**  
7 Family Night (No Homework Assigned)  
12 Spring Break Begins  
19 4th Nine Weeks Begins (Elementary)  
30 **Holiday • Students and Staff**
- APRIL**  
13 Early Dismissal for Campus Professional Learning  
16 6th Six Weeks Begins (Secondary)
- MAY**  
2 Family Night (No Homework Assigned)  
24 Early Dismissal, Last Day of School  
25 Teacher Preparation Day  
28 **Holiday • Staff**

**Bad Weather Make-Up Days: Jan. 15\* Feb. 19\***  
\*If used, employees will need to make up the day on a Saturday.  
This calendar contains enough minutes to cover bad weather days.

Note: 238-day employees will need to work three (3) additional days.

Grading Period	Elem. Days	Elem. Mins.	Sec. Days	Sec. Mins.	Total Days
1st	42	18,300	27	11,610	
2nd	40	17,240	27	11,250	
3rd			28	11,860	
<b>First Semester</b>					<b>82</b>
3rd	46	20,060			
4th	48	20,760	32	13,580	
5th			33	14,010	
6th			29	12,290	
<b>Second Semester</b>					<b>94</b>
<b>Total Days</b>					<b>176</b>
<b>Total Minutes</b>		<b>78,160*</b>		<b>76,460*</b>	

\*Includes waived minutes for six early release days and two professional development days.

July 2017							January 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
August 2017							February 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28			
September 2017							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
October 2017							April 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
November 2017							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		
December 2017							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31													

## Symbol Keys:

- [ Begin Elementary Grading Cycle
- ] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☐ New Teacher Inservice Day
- ☒ Teacher Preparation Day • Student Holiday
- Early Dismissal • Secondary 11:35 a.m./Elementary 12:40 p.m.
- ◻ Early Dismissal for Parent Conferences and/or Professional Learning

- **Holiday • Students and Staff**
- ◆ Convocation • Secondary a.m./Elementary p.m.
- Secondary District Professional Learning Day, Elementary Campus Professional Learning Day
- ◊ Elementary District Professional Learning Day, Secondary Campus Professional Learning Day
- ◉ Campus Professional Learning Day • Student Holiday
- ★ District Professional Learning Day • Student Holiday
- ◇ Family Night (No Homework Assigned)



The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district, as the content now appear in the handbook or may be amended in the future.

It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities, including career and technology programs, nor in its employment practices and to provide equal access to the Boy Scouts and other designated youth groups.



Katy Independent School District  
Special Programs Department  
July 2017