

CROSBY INDEPENDENT SCHOOL DISTRICT

Student Code of Conduct
2014-2015



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PURPOSE

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

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

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

This Student Code of Conduct has been adopted by the Crosby ISD Board of Trustees. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code shall be posted at each school campus or shall be available for review at the office of the campus principal. Additionally, the Code shall be posted on the district's website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

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

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

CROSBY INDEPENDENT SCHOOL DISTRICT

Student and Parent Summary Signature Form 2014 – 2015

Student First Name	Last Name	Middle Name	Grade & Campus
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My child and I have been offered the option to receive a paper copy of or to electronically access at www.crosbyisd.org the Crosby ISD Student Handbook (SH), the District Student Code of Conduct (SCoC) and the Campus Handbook.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I affirm I have read and received the District and Campus Handbooks and the Code of Conduct including the following documents:

___ Yes	___ No	Parent’s Release of Student Information – School Sponsored Purposes (SCoC pg. 42)
___ I do give	___ I do not give	
<i>The district permission to release the information in this list for the specified school-sponsored purposes.</i>		

___ Yes	___ No	Parent’s Release of Student Information – Purposes other than School-Sponsored Purposes (SCoC pg. 43)
___ I do give	___ I do not give	
<i>The district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.</i>		

___ Yes	___ No	Parent’s Release of Student Information – Military Recruiters & Institutions of Higher Education (SCoC pg. 44)
___ Release	___ Not Release	
<i>I request that the district (release / not release) my child’s name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.</i>		

___ Yes	___ No	Responsible Use Guidelines (for students) (SCoC pg. 33)
<i>Place a check mark in the appropriate boxes below to complete permission for his or her participation in activities involving the Crosby Electronic Network.</i>		

May Access the Internet	___ Yes	___ No
May have their work displayed on the Internet	___ Yes	___ No
May participate in distance learning activities	___ Yes	___ No
May access the Intranet	___ Yes	___ No
May have work displayed on the Intranet	___ Yes	___ No

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal.

Print Student Name	Student Signature	Date
Print Parent Name	Parent Signature	Date

RESPONSIBILITIES

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

Parents and Guardians

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- Assist their child in being properly attired.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and work assignments with their child.
- Bring to the attention of school authorities any problem or condition that affects their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

School Personnel

- Maintain an atmosphere conducive to good behavior.
- Are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials.
- Exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training and discipline based upon fair and impartial treatment of all students.
- Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school affairs.
- Develop a cooperative working relationship among staff and students.
- Obey district and school policies and regulations.

Students

- Attend all classes daily and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-discipline.
- Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct or cheating.
- Obey all campus and classroom rules.
- Seek changes in school policies and regulations in an orderly and responsible manner through approved channels.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Considerations in Discipline Decisions

In deciding whether to order out-of-school suspension, DAEP, or expulsion the district shall take into consideration:

1. Self-defense (see page 13),
2. Intent or lack of intent at the time the student engaged in the conduct
3. The student's disciplinary history
4. If the student has a disability which substantially impairs the student's ability to appreciate the wrongfulness of his or her conduct.

Notifications & Appeals

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

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. A copy of the policy may be obtained from the principal's office, the central administration office or online at the following web address: www.crosbyisd.org.

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

Reporting Crimes

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

ATTENDANCE

Absences - Excused

Texas Education Code Section 25.087

(a) A person required to attend school, including a person required to attend school under Section 25.085(e), may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the person is enrolled.

(b) A school district shall excuse a student from attending school for the purpose of observing religious holy days, including travel for that purpose. A school district shall excuse a student for temporary absence resulting from health care professionals if that student commences classes or returns to school on the same day of the appointment. *A student whose absence is excused under this subsection may not be penalized for that absence and shall be counted as if the student attended school for purposes of calculating the average daily attendance of students in the school district. A student whose absence is excused under this subsection shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the school work, the day of absence shall be counted as a day of compulsory attendance.

*Documentation from health care professional required.

Attendance Requirements

Texas Education Code Section 25.085

(a) A child who is required to attend school under this section shall attend school each day for the entire period the program of instruction is provided.

(b) Unless specifically exempted by Section 25.086, a child who is at least six years of age, or is younger than six years of age and has previously been enrolled in the first grade, and who has not reached the child's 18th birthday shall attend school.

(c) On enrollment in pre-kindergarten or kindergarten, a child shall attend school.

(d) Unless specifically exempted by Section 25.086, a student enrolled in a school district must attend an extended-year program for which the student is eligible that is provided by the district for students identified as likely not to be promoted to the next grade or tutorial classes required by the district under Section 29.084.

Exemptions

Texas Education Code Section 25.086

(a) A child is exempt from the requirements of compulsory school attendance if the child:

(1) attends a private or parochial school that includes in its course a study of good citizenship;

(2) is eligible to participate in a school district's special education program under Section 29.003 and cannot be appropriately served by the resident district;

(3) has a physical or mental condition of a temporary and remedial nature that makes the child's attendance infeasible and holds a certificate from a qualified physician specifying the temporary condition, indicating the treatment prescribed to remedy the temporary condition, and covering the anticipated period of the child's absence from school for the purpose of receiving and recuperating from that remedial treatment;

(4) is expelled in accordance with the requirements of law;

(5) is at least 17 years of age; and

- (A) is attending a course of instruction to prepare for the high school equivalency examination and
 - (i) has the permission of the child's parent or guardian to attend the course;
 - (ii) is required by court order to attend the course;
 - (iii) has established a residence separate and apart from the child's parent, guardian, or other person having lawful control of the child; or
 - (iv) is homeless as defined by 42 U.S.C. Section 11302; or
- (B) has received a high school diploma or high school equivalency certificate;

(6) is at least 16 years of age and is attending a course of instruction to prepare for the high school equivalency examination, if:

- (A) the child is recommended to take the course of instruction by a public agency that has supervision or custody of the child under a court order; or
- (B) the child is enrolled in a Job Corps training program under the Job Training Partnership Act (29 U.S.C. Section 1501 et seq.), and its subsequent amendments;

(7) is enrolled in the Texas Academy of Mathematics and Science;

(8) is enrolled in the Texas Academy of Leadership in the Humanities;

(9) is specifically exempted under another law.

(b) This section does not relieve a school district in which a child eligible to participate in the district's special education program resides, of its fiscal and administrative responsibilities under Subchapter A, Chapter 29, or of its responsibility to provide a free appropriate public education to a child with a disability.

Failure to Attend School

Texas Education Code Section 25.094

(a) An individual commits an offense if the individual:

- (1) Is required to attend school under Section 25.085; and
- (2) fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four- week period.

Minimum Attendance for Class Credit

Texas Education Code Sec. 25.092

(a) Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

(b) The board of trustees of each school district shall appoint one or more attendance committees to hear petitions for class credit by students who are in attendance fewer than the number of days required under Subsection (a). Classroom teachers shall comprise a majority of membership of the committee. A committee may give class credit to a student because of extenuating circumstances. Each board of trustees shall establish guidelines to determine what constitutes extenuating circumstances and shall adopt policies establishing alternative ways for students to make up work or regain credit lost because of absences. A certified public school employee may not be assigned additional instructional duties as a result of this section outside of the regular workday unless the employee is compensated for the duties at a reasonable rate of pay.

(c) A member of an attendance committee is not personally liable for any act or omission arising out of duties as a member of an attendance committee.

(d) If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board. All appeals must be made within 30 days of the campus attendance committee meeting. The decision of the board may be appealed by trial de novo to the district court of the county in which the school district's central administrative office is located.

(e) This section does not affect the provision of Section 25.087 of this code regarding a student's excused absence from school to observe religious holy days.

Parent Contributing to Non-Attendance

Texas Education Code Section 25.093

(a) If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 25.094, the parent commits an offense.

(b) The attendance officer or other appropriate school official shall file a complaint against the parent in a justice court of any precinct in the county in which the parent resides or in which the school is located, or in a municipal court of the municipality in which the parent resides or the school is located.

(c) An offense under Subsection (a) is a class C misdemeanor. Each day the child remains out of school may constitute a separate offense.

Warning Notice

Texas Education Code Section 25.095

(a) A school district shall notify a student's parent in writing at the beginning of the school year that if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:

- (1) the student's parent is subject to prosecution under Section 25.093; and
- (2) the student is subject to prosecution under Section 25.094.

(b) A school district shall notify a student's parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:

- (1) inform the parent that:
 - (A) it is the parent's duty to monitor the student's school attendance and require the student to attend school;
and
 - (B) the parent is subject to prosecution under 25.093; and
- (2) request a conference between school officials and the parent to discuss the absences.

(c) The fact that a parent did not receive notice under subsection (a) or (b) does not create a defense to prosecution.

(d) In this section, "parent" includes a person standing in parental relation.

CODE OF CONDUCT VIOLATIONS

Abuse of Employees/Volunteers

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the Crosby Independent School District by a student or any other individual will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the School District, including reassignment to a disciplinary alternative education program or expulsion. Verbal abuse is a Class III offense. Physical abuse is a Class IV or V offense.

Alcoholic Beverages

Any student found to have sold, given, delivered, been in possession of, or is under the influence of any alcoholic beverage while in school or while a participant in or spectator of a school-sponsored event, shall be subject to Class IV penalties with assignment to DAEP for the first offense and expulsion for the legal limit of the law for a repeated violation. An "alcoholic beverage" means any beverage containing alcohol, including wine or beer. A student is considered "in possession" if he/she has contact with the alcohol regardless of the amount of time it is in the student's possession. If a student becomes in possession of alcohol, he/she needs to immediately inform an adult on campus. The smell of alcohol detectable on one's breath is sufficient evidence to indicate being "under the influence."

Bomb Threats

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to placement in DAEP or expulsion and dealt with to the full extent of the law.

Bullying/Hazing

Texas Laws prohibit students from engaging in, encouraging, aiding or assisting in bullying or hazing. Bullying means engaging in written or verbal expression, expression through electronic means or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that the Board or the Board's designee determines:

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.

Hazing is defined as harassment, humiliation, and/or embarrassment of other students, which may or may not include some physical abuse. It is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to Class II or III discipline.

Bus Conduct

The district shall take steps to maintain acceptable student conduct while riding school buses. Students who fail to follow the School Bus Safety Rules may be denied the privilege of school bus transportation. Parental involvement will be sought before a student is excluded from riding a bus, except in situations involving a flagrant violation. Flagrant violations include fighting, gross insubordination, and other acts that may cause a safety hazard. It should be understood by all that the bus operator has the responsibility for maintaining order on his/her school bus. Persistent misconduct while on the bus may result in the removal of the student's bus privileges. ***Crosby ISD Transportation Procedures and School Bus Safety Rules appear in Appendix V of this book, pgs. 45-49.***

Cell Phones/Electronic Entertainment Devices

Electronic entertainment devices (electronic games, iPod and mp3 players, cameras, etc.) should not be brought to school unless approved by your principal. The school is not responsible for the damage, loss or theft of these items.

Sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited and subject to Class III discipline.

Middle School and High School students are allowed to use a telecommunications device in accordance with the BYOD (Bring Your Own Device) program guidelines. Please refer to BYOD guidelines on pgs. 33-41. If a student is out of compliance with the BYOD guidelines or other applicable rules during the school day, their telecommunications device may be confiscated. The school will not be responsible for damage, loss or theft of these items. Once a device has been taken up, the following procedure will be used to return the device:

1. The first time a device is taken up; it can be picked up by the parent no earlier than the following school day. Devices will only be returned before or after school, or during the school day if approved by the principal. An administrative fee of \$15 will be charged before the device can be returned.
2. The second time a device is taken up; it can be picked up by the parent no earlier than the following school day. Devices will only be returned before or after school, or during the school day if approved by the principal. An administrative fee of \$15 will be charged before the device can be returned.
3. If a device is taken up a third time, it will be kept until the end of the school year. Any device not claimed by September 1 following the end of the school year will be disposed of at the discretion of the district.
4. Any student refusing to give the device to school personnel will be subject to Class II discipline.

Cheating

Cheating, copying the work of another, etc. is not tolerated. Students who violate this policy are subject to appropriate disciplinary measures, which may include the loss of grade for that assignment.

Death Threats

Threats to an individual of this nature, whether written or oral, will not be tolerated or ignored and may result in a Class IV action.

Disruptive Activity

Any student acting independently or in concert, who shall willfully engage in a disruptive activity or disrupt a lawful assembly authorized by the administration on any school property or at any school-sponsored function, whether on private or public property, shall be guilty of a Class IV violation. For the purposes of this policy, "Disruptive Activity" means one or more of the following activities that are performed without the authorization of the administration of the school:

1. Obstructing or restraining the passage of persons in exit, entrance, or hallway of any building.
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 force or violence any lawful assembly.
4. Disrupting by force or violence or the threat of force or violence any lawful assembly.
5. Obstructing or restraining the passage of any person at any exit or entrance to school-owned property or at any location either public or private where school-sponsored functions are taking place.
6. Preventing school personnel from carrying out authorized duties through overt action or refusal to disperse.

A lawful assembly is disrupted when any person or persons acting individually or in concert perform such acts as to cause another person to be rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Dress & Grooming

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

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 student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student's campus handbook.

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

Electronic Equipment in the Classroom

Students may only use audio visual or electronic equipment in the classroom with permission of the teacher. These items include, but are not limited to audio or video taping equipment. The school is not responsible for the damage, loss or theft of these items. Students who violate this policy will be subject to Class I discipline. [Refer to Appendix I – Responsible Use Guidelines on page 33 for further explanation]

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to Class III or Class IV discipline.

Gambling

Students are forbidden to gamble in a school building or on school property. Students found to have violated this rule are subject to Class I or Class II discipline.

Gang-Free Zones/Gang Activity

Any student found to have engaged in organized criminal activity, gang-related and other criminal acts within 1000 feet of any public or private elementary or secondary school, or institution of higher education will be subject to appropriate disciplinary action. Student behavior considered to be "gang related" will not be tolerated at school or at any school activity regardless of the location of the activity. This includes, but is not limited to: articles of clothing, hand signs, graffiti, and any other behaviors considered by the administration to interfere with the educational program of the school. Students found to have violated this rule are subject to Class II discipline.

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent or offensive public act that implies or involves contact of a sexual nature. Any student found to have engaged in this activity is subject to Class IV discipline.

Insensitivity to Others

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender or disabilities will not be tolerated. Students found to have violated this rule are subject to Class III discipline.

Interference with School Activities or Discipline

Any student whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property) or school discipline, or invades the rights of teachers or other students, shall be in violation of a Class III type offense. "Conduct" includes, but is not limited to, the following activities: preparing, circulating or presenting petitions; displaying on or about his/her person, books, materials, locker or vehicle, symbols, arm bands, flags, pennants, signs or other decorations; and preparation, printing, publishing or distributing any unauthorized publication, periodical, paper, pamphlet, magazine or book.

Lockers - Security and Search

Lockers, as provided by the school district, are purchased, furnished and maintained by the school district and remain the property of the school district. The decision to assign lockers rests with the school principal. No charges are made for their use.

Items of non-school nature should not be placed or kept in lockers as they are subject to inspection by administrative authorities at any time without prior notice to or permission from students. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time, whether or not the student is present.

Any student who shall place, keep or maintain any article or material in a school-owned locker that is of a non-school nature and materially and substantially interferes, or the administration has reasonable cause to believe would materially and substantially interfere with school activities or school-sponsored functions or with the rights of teachers or other students, shall be subject to Class III, IV, or V discipline.

Marijuana, Dangerous Drugs, Narcotics

The use of harmful drugs poses a serious threat to the physical, psychological and emotional health of individuals, their families, and their communities. In recognition of this fact, the Crosby Independent School District enforces the following policy:

Any student found to have had a controlled substance, depressant or stimulant substances, narcotics, marijuana or dangerous drugs in his/her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school-sponsored event shall be guilty of a Class IV offense and will be placed in DAEP or expelled for repeated offenses. A student is considered "in possession" if he/she has contact with the substances listed above regardless of the amount of time it is in the student's possession. If a student becomes in possession of one of these substances, he/she needs to immediately inform an adult on campus. Those students involved in selling or distributing a controlled substance, inhalant, or dangerous drug while in school or while a participant in or spectator at a school-sponsored event will be subject to expulsion. Other sanctions may include completion of a drug rehabilitation program or referral for prosecution.

The substances covered and prohibited include all those substances considered to be marijuana, dangerous drugs, narcotics, depressant or stimulant substances, controlled substances and simulated controlled substances listed in the state and federal codes covering the possession, sale, and use of such Controlled Substances, Drugs and Narcotics. The policy also covers and prohibits all forms and species of the plant substance known as marijuana as well as any abusable chemical substance used for inhalation such as glue, aerosol paint, thinners, etc.

Information regarding drug and alcohol rehabilitation or counseling services is available through school nurses and counselors. A student may not keep in his/her possession any medication, even medication for which he/she has a prescription, per district medication policies. Failure to comply may result in Class III discipline. (The only exceptions to

this policy are doctor-prescribed medications which address emergency medical situations and are designed to be self-administered, such as the use of asthma inhalers or EpiPens in medical emergencies.)

Misuse of Technology Resources

(For additional guidelines, see Responsible Use Guidelines in Appendix I, page 33)

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

Persistent Misbehavior

In determining the class of misconduct, the school district defines persistent misbehavior as continued violations of the Code of Conduct.

Possession or Use of Tobacco

Matches, lighters, or other items related to the ingestion/intake of tobacco products are not permitted at school nor at school-related functions. Possession of any tobacco product is a Class C misdemeanor, and a citation may be issued. A student is considered "in possession" if he/she has contact with tobacco or a tobacco product on campus or at a school sponsored event regardless of the amount of time it is in the student's possession. If a student becomes in possession of tobacco or a tobacco product, he/she needs to immediately inform an adult on campus. Possession of any of the above is also subject to Class II discipline.

Public Display of Affection

The inappropriate public display of affection may result in a Class I disciplinary action. Enforcement of this provision is subject to the discretion of the campus administrator.

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to himself/herself, as well as to the student body in general.

Crosby's public schools, together with their equipment and furnishings, belong to the citizens of the school district. They have been placed here for the benefit of the students and should be cared for at all times.

Any student found to have intentionally, knowingly or recklessly damaged or destroyed school property shall be required to compensate the School District for the full extent of the damage and shall be subject to Class III disciplinary

measures. Students found to have intentionally, knowingly or recklessly damaged or destroyed school property may be refused admittance to school or school-sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. The student provokes, invites or encourages the use of physical force by another person.
2. The student has an opportunity to avoid physical force or to inform a school official of the threatened use of force.
3. The student uses physical force after the other party abandons or attempts to abandon a fight or confrontation.
4. The student does not attempt to walk away from a confrontation.
5. The student does not attempt to get help from a school official.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature will not be tolerated at school or at any school-related activity. Students found to have violated this rule are subject to Class III discipline.

Weapons

A student shall not possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, illegal knife or materials that could be used as a weapon, as further described below, to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A student is considered "in possession" if he/she has contact with a weapon regardless of the amount of time it is in the student's possession. If a student becomes in possession of a weapon, he/she needs to immediately inform an adult on campus. Weapons include, but are not limited to:

Weapons – expellable (Class VI)

Firearm – any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

Illegal Knife - blade longer than 5.5 inches or a hand instrument designed to cut or stab another by being thrown; a dagger; included but not limited to a dirk, stiletto, and poniard; a bowie knife, a sword or a spear.

Illegal Club – an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument.

Prohibited Weapons:

- Explosive weapon
- Machine gun
- Short-barrel firearm
- Firearm silencer
- Switchblade knife
- Knuckles (i. e. brass knuckles)
- Armor-piercing ammunition
- Chemical dispensing device (such as mace but not pepper spray)
- Zip gun
- Tire deflation device

Any student in possession of an illegal weapon shall be expelled for the maximum time allowed by law. Possession of a firearm on school property or at any school activity, regardless of the location of the activity, will result in expulsion for one calendar year.

Weapons – not expellable (Class IV)

These include but are not limited to:

- Any object used in a way that threatens to inflict bodily injury on another person
- Firearm ammunition
- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- Chains
- Razors (including box cutters)
- Pellet gun
- BB gun
- Stun gun
- Airgun
- Toys that imitate weapons (“look alikes”)
- Pepper Spray

The possession or use of articles not generally considered illegal or prohibited weapons is not allowed when, in the judgment of the principal or designee, a reasonable apprehension of danger exists to the student in possession, other students, staff or school property by virtue of the possession or use. Toys that imitate weapons are not acceptable.

DISCIPLINARY POLICIES & PROCEDURES

Classes of Misconduct

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. The Crosby Independent School District Discipline Management Program classifies student misconduct into six classes. Appropriate types of disciplinary techniques are listed for each class. Appeal procedures for parents are also given. Consideration will be given to student intent and disciplinary history in each decision concerning suspension, removal to a disciplinary alternative education program, expulsion, or placement in a juvenile justice alternative education program, regardless of whether the decision concerns a mandatory

or discretionary action. The district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

NOTE: Placement time for students in DAEP or Highpoint, and all placements in JJAEP is the remainder of the nine weeks in which the infraction occurred plus one additional nine weeks. This placement may extend into the following semester or school year. A senior placed in DAEP or Highpoint during the fourth grading period may not be eligible to participate in the graduation ceremony pending the DAEP committee decision. A senior placed in JJAEP and have not completed his/her assignment will not be eligible to participate in the graduation ceremony.

Class I

Examples (not inclusive list):

- Inappropriate behavior (not abusive, threatening, violent)
- Tardiness
- Being in an unauthorized area
- Leaving school grounds or school-sponsored events without permission
- Skip detention
- Skipping class
- Public Display of Affection
- Failure to comply with dress and grooming policy

Appropriate Disciplinary Actions:*

- Counseling by teachers, counselors, or administrative personnel
- Loss of privileges
- Detentions
- School-based community service
- In-School Suspension (one to five days)

* Disciplinary actions may be used individually or in combination for any offense.

Conference/Appeal Procedure:

In cases where the student is reassigned to in-school suspension, the parent will be notified as soon as is reasonably possible. Procedural due process will be provided. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Students are expected to be present in ISS pending the outcome of the appeal. All appeals conclude with the superintendent/designee with the exception of expulsions.

Class II

Examples (not inclusive list)

- Persistent Class I offenses.
- Disrespect of school personnel and persons in authority.
- Inappropriate behavior (abusive, threatening).
- Hazing, harassment, or bullying of students (verbal).
- Possession or use of tobacco.
- Possession of matches, lighters, etc.
- Use of profanity or vulgar language or making obscene gestures.
- Failure to comply with conditions of ISS placement.
- Gang activity — nonviolent.

- Gambling.
- Failure to comply with directives of school personnel (insubordination).
- Threats — verbal or written.
- Refusal to give wireless device to school personnel.

Appropriate Disciplinary Actions:*

- Class I disciplinary techniques.
- In-School Suspension (six to 10 days).

* Disciplinary actions may be used individually or in combination for any offense.

Conference/Appeal Procedure:

In cases where the student is reassigned to in-school suspension, the parent will be notified as soon as is reasonably possible. Procedural due process will be provided. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Students are expected to be present in ISS pending the outcome of the appeal. All appeals conclude with the superintendent/designee with the exception of expulsions.

Class III

Examples (not inclusive list):

- Persistent Class II offenses.
- Verbal abuse.
- Willful destruction of school or personal property and/or vandalism.
- Interference with school discipline or activities, including aiding and abetting.
- Inappropriate behavior (violent or threat of being violent).
- Hazing/bullying (physical).
- Engaging in conduct that constitutes sexual harassment (verbal and/or physical).
- Racially, ethnically or culturally motivated inappropriate behavior.
- Theft.
- Possessing, distributing, or accessing pornographic or sexually inappropriate materials in any media format.
- Possession of drug paraphernalia.
- Fighting/mutual combat.
- Insensitivity to others.
- Assault — contact against someone other than a school district employee or volunteer.
- Bypassing of internet blocks on district computers or networks to enter unapproved sites.
- Failure to abide by district medication policies.
- Causing an individual to act through the use of or threat of force (coercion).
- Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.

Appropriate Disciplinary Actions:*

Students who are at least 10 years old on the date of the offense:

- In-School Suspension (10 days or more).
- Out-of-School Suspension (one to three days).

- Placement in the DAEP.

Students who are at least 6 years old, but less than 10 years old on the date of the offense:

- In-School Suspension (10 days or more).
- Out-of-School Suspension (one to three days).
- Placement in the DAEP.

Students who are less than 6 years old on the date of the offense:

- In-School Suspension (10 days or more).
- Out-of-School Suspension (one to three days).

* Disciplinary actions may be used individually or in combination for any offense.

Conference/Appeal Procedure:

In cases where the student is reassigned to the DAEP, in-school suspension or suspended, the parent will be notified as soon as is reasonably possible. Procedural due process will be provided. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Consequences will not be deferred pending the outcome of a grievance. Students are expected to be present in ISS or DAEP pending the outcome of the appeal. All appeals conclude with the superintendent/designee with the exception of expulsions.

Class IV (DAEP)

Examples (not inclusive list):

- Persistent Class III offenses.
- Weapon – not expellable.
- Any knife including a pocketknife.
- Threat against a school employee.
- Burglary of a motor vehicle on campus.
- Gives, delivers, possesses, uses or is under the influence of a simulated controlled substance.
- Gives or abuses over-the-counter or prescription medications, nutritional supplements, dietary supplements, etc. (may be considered a Class III offense at the discretion of the principal).
- Deliberate destruction of or tampering with computer data or networks of the CISD.
- Death threat – verbal or written.
- Hit list – making a list of people targeted for harm using firearm, knife or any other object to be used with intent to cause bodily harm.
- Disruptive activity (as defined in the *Code of Conduct Violations* section of this handbook).
- After teacher removal with administrative recommendation.
- Inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer. This includes, but is not limited to, inappropriate touching of another person or engaging in a sexual act, even with the consent of the other person, on school grounds or at a school-sponsored event or activity.
- On campus felonies that are not more specifically defined by another infraction.
- Gives, delivers, sells, possesses, uses or is under the influence of marijuana, a dangerous drug, a controlled substance.
- Gives, sells, delivers, possesses, uses or is under the influence of an alcoholic beverage.
- Abuse of volatile chemical.
- Public lewdness or indecent exposure.
- Retaliation (non-felony) against a school employee.

- Assault-bodily injury against someone other than a school district employee or volunteer.
- Involvement in a criminal street gang.
- Title V felonies occurring **off campus** (See the *Disciplinary Alternative Education Program* section in the Code of Conduct for a list of Title V felonies).
- Setting or attempting to set a fire on a school property (not arson).
- Refuse to allow student search.
- Required to register as a sex offender under court supervision (must serve a minimum of one semester).
- Required to register as a sex offender, not under court supervision (must serve a minimum of one semester).

Appropriate Disciplinary Actions:

Students who are at least 10 years old on the date of the offense: Placement in DAEP.*

Students who are at least 6 years old, but less than 10 years old on the date of the offense: Placement in DAEP.*

Students who are less than 6 years old on the date of the offense:

- In-School Suspension (10 days or more)
- Out-of-School Suspension (one to three days).

Conference/Appeal Procedure:

In the case where a student is being considered for DAEP, a conference will be conducted by the principal or designee. Parents will be notified and given the opportunity to participate in this conference. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Consequences will not be deferred pending the outcome of a grievance. Students are expected to be present in the assigned disciplinary placement. All appeals conclude with the superintendent/designee with the exception of expulsions.

Class V (DAEP or Discretionary Expulsion)

Examples (not inclusive list):

- Serious or persistent misconduct violating the student code of conduct while assigned to an alternative education program.
- Bomb threat.
- Criminal mischief against student [Expulsion is for felony offenses only].
- Criminal mischief against staff [Expulsion is for felony offenses only].
- Criminal mischief against school [Expulsion is for felony offenses only].
- Criminal mischief, if punishable as a felony.
- Terroristic threat against student.
- Terroristic threat against staff.
- Assault of a school district employee or volunteer.
- False alarm/false report.
- Selling or distributing marijuana, inhalants or dangerous drugs.
- Engages in deadly conduct.
- Firearm within 300 feet of school property.
- Illegal knife, club or prohibited weapon within 300 feet of school property.
- Serious offense conduct within 300 feet of school property.
- Felony marijuana, controlled substance, dangerous drug or alcoholic beverage within 300 feet of school property.

Appropriate Disciplinary Actions:

Students who are at least 10 years old on the date of the offense:

- Placement in DAEP.*
- Expulsion to the Juvenile Justice Alternative Education Center.*

Students who are at least 6 years old, but less than 10 years old on the date of the offense:

- Placement in DAEP.*

Students who are less than 6 years old on the date of the offense:

- In-School Suspension (10 days or more).
- Out-of-School Suspension (one to three days).

Conference/Appeal Procedure:

In the case where a student is being considered for DAEP or JJAEP reassignment, a conference will be conducted by the principal or designee. Parents will be notified and given the opportunity to participate in this conference. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Consequences will not be deferred pending the outcome of a grievance. Students are expected to be present in the assigned disciplinary placement. Decisions regarding expulsion may be appealed to the Board of Trustees. All appeals conclude with the superintendent/designee with the exception of expulsions. Expulsions may be appealed to the Board.

Class VI (Mandatory Expulsion) – Must Occur on School Property or at a School-sponsored Event or Activity on or off Campus

Examples (not inclusive list):

- Felony retaliation against a school employee.
- Used, exhibited or possessed a firearm [Expulsion is for 1 calendar year, unless modified by the Superintendent or the Superintendent's designee].
- Used, exhibited or possessed an illegal knife.
- Used, exhibited or possessed an illegal club.
- Used, exhibited or possessed a prohibited weapon.
- Arson.
- Murder, capital murder, criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated assault against someone other than a school employee or volunteer.
- Aggravated assault against a school employee or volunteer.
- Sexual assault or aggravated sexual assault against someone other than a school employee or volunteer.
- Sexual assault or aggravated sexual assault against a school employee or volunteer.
- Continuous sexual abuse of a young child or children.
- Felony marijuana, controlled substance or dangerous drug violation.
- Felony alcohol violations.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.

Appropriate Disciplinary Actions:

Students who are at least 10 years old on the date of the offense:

- Expulsion to the Juvenile Justice Alternative Education Center.

Students who are at least 6 years old, but less than 10 years old on the date of the offense:

- Expulsion to DAEP.

Students who are less than 6 years old on the date of the offense:

- In-School Suspension.
- Out-of-School Suspension.
- Placement in DAEP (only for a federal firearm offense).

NOTE: The length of placement for expulsion for the possession of a firearm is one calendar year. The length of placement for expulsions for all other Class VI offenses is “90 good days” of attendance. **Any senior who has not completed “90 good days” of attendance will not be allowed to participate in graduation ceremonies.**

Hearing/Appeal Procedure:

In the case where a student is being considered for expulsion, a conference will be conducted by the principal or designee. Parents will be notified and given the opportunity to participate in this conference. The District Administration encourages students and parents to discuss their concerns and complaints through informal conferences as soon as possible to allow early resolution at the lowest possible administrative level. No appeal will be heard by the Superintendent/designee until the parent/guardian has appealed the decision to the building principal. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described in policy FNG (Local). You may request this policy from the building principal or access it online at www.crosbyisd.org. Consequences will not be deferred pending the outcome of a grievance. Students are expected to be present in the assigned disciplinary placement. All appeals conclude with the superintendent/designee with the exception of expulsions. Expulsions may be appealed to the Board.

Code of Conduct Descriptions & Definitions

Conduct Before and After School

Teachers and administrators have full authority over student conduct before or after school on district premises and at school-sponsored events off of district premises. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established for participants by a sponsor in accordance with board policy. After dismissal of school in the afternoon students are to leave campus immediately unless involved in an activity under the supervision of a teacher.

Detention

Preceding the assignment of detentions, a student shall be afforded the opportunity to explain or defend the actions being questioned. Detentions normally are scheduled for subsequent days so that a student may make arrangements for transportation, if necessary.

Disciplinary Alternative Education Program (DAEP)

When a student has engaged in serious or persistent misbehavior that threatens to impair the educational efficiency of the classroom and/or the school, then that student may be reassigned to a disciplinary alternative education program. Students assigned to disciplinary alternative education programs are not permitted to be on school property, participate in extracurricular activities or attend school-related activities until they have successfully completed the alternative assignment.

For purposes of DAEP, elementary classification shall be grades K-5 and secondary classification shall be grades 6-12. Students placed in DAEP may continue to earn credit for core courses (math, English, science, history). Courses needed for graduation may be provided through a variety of ways—summer school, correspondence courses, night classes, etc.

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

As per the Texas Education Code, a student shall be removed from class and placed in a disciplinary alternative education program if the student engages in conduct punishable as a felony or engages in certain activities on or within 300 feet of school property, as measured from any point on the school's real property line or while attending a school-sponsored or school-related activity on or off of school property. These activities are listed under Class IV and Class V in the Classes of Misconduct.

Students must be placed in a disciplinary alternative education program for violent offenses that occur off campus and while the student is not in attendance at a school-sponsored or school-related activity. These offenses are identified as aggravated robbery or offenses listed in Title V of the Penal Code and include murder, manslaughter, criminally negligent homicide, false imprisonment, kidnapping, aggravated kidnapping, indecency with a child, sexual assault, aggravated assault, aggravated sexual assault, injury to a child (or to an elderly or disabled person), abandoning or endangering a child, terroristic threat, aiding suicide, and tampering with consumer products. In order for a student to be placed in DAEP or JJAEP the board or its designee must find that the student has met one of the following circumstances: received deferred prosecution for; been found by a court or jury to have engaged in; been charged with; been referred to a juvenile court for allegedly engaging in conduct constituting; or have received probation or deferred adjudication or have been arrested for, charged with, or convicted of – aggravated robbery or one of the delinquency offenses listed in Title V of the Penal Code.

In addition, a student may be removed from class and placed in a DAEP if the superintendent or superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title V of the Penal Code and the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process (including information furnished under Article 15.27 of the Code of Criminal Procedure).

Students may also be placed in a disciplinary alternative education program as a condition of probation by a juvenile court or placed by a municipal court or justice of the peace under Article 45.051 of the Code of Criminal Procedure.

Students who leave the district before completing their assignment in DAEP are subject to completing the assignment if they return to the district if the infraction occurred during the year the student re-enrolls or the previous year. Assignment to DAEP may also be extended for students who have excessive absences during the time they are assigned to DAEP. A student enrolling in the Crosby ISD will be required to fulfill any disciplinary placement order from the district the student had previously attended.

Emergency Placement

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

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

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the principal or DAEP committee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus.

Length of Placement

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

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

Exceeds One Year:

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

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

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

Exceeds School Year:

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

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

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

Due Process

Due process will be provided to all students in the handling of discipline cases in the Crosby Independent School District. The teacher is vested with the responsibility for control of the pupils assigned to his/her supervision. Students deemed by a teacher to require disciplinary treatment will be sent to the principal. When assigned the responsibility for student discipline, another administrator may act in the place of the principal.

The principal will have the authority to prescribe appropriate disciplinary measures when in his/her judgment such actions are necessary. Except as provided below, before determining whether any disciplinary measures are appropriate, the principal will have a conference with the student, at which time the student will be told what he/she is accused of doing and the basis of the accusation. The student will be given an opportunity to explain his/her version of the facts. An investigation will be conducted by the principal/designee if necessary. The principal will then decide what, if any, disciplinary action is warranted. Parents will be informed when reassignments are being considered and will be given an opportunity to participate in the conference prior to the reassignment.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and conference will

follow as soon as practical. Reassignments may be appealed to the superintendent or designee. Upon appeal, a conference will be scheduled for reviewing the reassignment. All parties will be allowed to participate in the conference. Pending any appeal, a removal to a disciplinary alternative education program may be effected.

Expulsion

Expulsion is the removal of a student from school for a specific period of time as determined by the district. A student shall be removed from school without resort to a district disciplinary alternative education program if the student, on school property or while attending a school-sponsored or school-related activity on or off school property, commits offenses as listed in Classes of Misconduct V and VI.

If a student commits a behavior under state law that would require an expulsion or if a student commits a behavior under state law that would allow for discretionary expulsion under the Student Code of Conduct and the principal or his/her designee reasonably believes that the immediate expulsion of the student is necessary to protect persons or property from imminent harm, then the student may be expelled on an emergency and temporary basis to a setting without educational services available pending an expulsion hearing taking place.

A student who has been expelled is not permitted to be on school property, participate in or attend any school-related activities, regardless of the location of the activity.

Students who leave the district before completing their expulsion assignment to JJAEP are subject to completing the assignment if they return to the district if the infraction occurred during the year the student re-enrolls or the previous year.

Hearing

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

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

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

The board of trustees delegates to the principal authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decision. The student or parent must submit a written request to the superintendent within 15 days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

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

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

Placement Order

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

Emergency Placement

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

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

Length of Expulsion

The length of an expulsion shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, any disability which substantially impairs the student's ability to appreciate the wrongfulness of the student's conduct and statutory requirements.

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

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

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

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

Under Age Ten

If a student under ten years of age engages in expellable conduct, the student must be placed into a disciplinary alternative education program. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Newly enrolled students

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

Registered Sex Offenders

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

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

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

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

In-School Suspension (ISS)

In-school suspension involves the assignment of a student to a specific room on campus for a period of time to be determined by campus administration. A student placed in ISS will receive assignments from each classroom teacher and will be expected to complete all work assigned. Students placed in ISS will not be eligible to participate in extracurricular activities until the ISS placement is complete.

Jurisdiction

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

The district has disciplinary authority over a student:

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

Out-of-School Suspension

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

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

Students who have been suspended are not permitted to participate in extracurricular activities or attend school-related activities until they have successfully completed their suspension.

Physical Restraint of Students

Any district employee may, within the scope of the employee's duties, use physical restraint in a situation in which a student's behavior poses a threat of imminent, serious physical harm to himself or others, or imminent, serious destruction of property.

Police Questioning of Students

School officials will cooperate with law enforcement agencies (police, fire, probation, etc.) in regard to questioning students at school. If questioning occurs:

- The principal or designee will verify the identity of the officer and ask for an explanation of the need to question the student.
- The principal or designee will make a reasonable effort to notify parents, as a courtesy rather than to seek permission, unless asked not to do so by the officer.
- The principal or designee will ordinarily be present unless the officer asks the principal or designee not to be present. State law also requires a district to permit students to be taken into custody to comply with juvenile court orders, laws of arrest, etc. If a student is taken into custody, a release form will be signed by the officer, and an effort will be made in a timely manner to contact the parents by either the officer or school personnel.

Removal from the Regular Educational Setting

Routine Referral

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

Formal Removal

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

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

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

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

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

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

Returning Student to Classroom

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

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

Students with Disabilities

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

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

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

Search of Students

Any article or material of a non-school nature should not be kept, maintained, transported or produced on or about any school-owned property or any school-sponsored activity. Any student may be searched if, in the opinion of the administration, reasonable cause exists to determine if such a violation of this policy exists. School lockers, personal effects of suspected students, as well as vehicles on school property are also subject to being searched. A student driving any vehicle onto school grounds is responsible for all the contents of that vehicle. The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

Any student who shall have on or about his/her person any article that materially and substantially interferes or that the administration has reasonable cause to believe would materially and substantially interfere with school activities or school-sponsored activities or with the rights of teachers or other students, shall be subject to the provisions of the Student Code of Conduct. Any student who shall refuse to allow such searches shall be subject to Class IV discipline.

GLOSSARY

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

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Texas Penal Code 29.03(a) when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
 - a) 65 years of age or older, or
 - b) A disabled person.

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

Arson is:

1. A crime that involves starting a fire or causing an explosion with intent to destroy or damage:
 - a) Any vegetation, fence, or structure on open-space land; or

- b) Any building, habitation, or vehicle:
 1. Knowing that it is within the limits of an incorporated city or town,
 2. Knowing that it is insured against damage or destruction,
 3. Knowing that it is subject to a mortgage or other security interest,
 4. Knowing that it is located on property belonging to another,
 5. Knowing that it has located within it property belonging to another, or
 6. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

2. A crime that involves recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or

3. A crime that involves intentionally starting a fire or causing an explosion and in so doing:

- a) Recklessly damages or destroys a building belonging to another, or
- b) Recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

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

1. To have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

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

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

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

Cyberbullying is the use of any electronic communication device to engage in bullying or intimidation.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

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

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

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

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

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

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

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

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

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

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

Harassment is:

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

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

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

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

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

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

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

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

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

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

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

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

Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

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

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

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

Tire deflation device is defined in part by Section 46.01 of the Penal Code as 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.

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

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

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

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

Appendix I - Responsible Use Guidelines (Internet/Network)

Students and parents must sign and complete the Responsible Use Guideline portion of the Student and Parent Summary Signature Form on page 2, and return to your school.

Crosby 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 ***Student Code of Conduct***). 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, or tools (Internet- or District-server based);
- District-provided Internet access;
- District-filtered public Wi-Fi; and
- New technologies as they become available.

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 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 (available 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, wikis, blogs, and Edmodo. 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 Crosby ISD network.

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 devices between classes and in the cafeteria setting in a digitally responsible manner.

Middle 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 not be allowed to use the devices between classes.

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 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 ***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 ***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, and on-line meeting sessions. The use of 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.

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.
- Each student is responsible for his/her own device: set-up, 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.
- 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. 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 about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates 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-CISD 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 Student Code of Conduct.]**

Intellectual Property. 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.

Copyright Violations. Downloading or using copyrighted information without following approved District procedures is 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.

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.

Email and Communication Tools

Email and other digital tools such as, but not limited to blogs and wikis, 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.

All students in grades 7-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. 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, profane, lewd, vulgar, rude, 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 email, blogs, wikis, or other 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 within emails, blogs, or wikis 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/Chain Letters. Generally students should refrain from forwarding emails which do not relate to the

educational purposes of the District. Chain letters or other 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.

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 7 - 12 are given access to a District student email account. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 7-12 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. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

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 visual depictions 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.

BYOD (Bring Your Own Device)

Crosby ISD is now offering a **filtered** CISD Wi-Fi for Crosby High School and Crosby Middle School. Students in grades 7-12 may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered CISD Wi-Fi to ensure access to the best online resources.

Important Facts

- Students in grades 7-12 may now bring their own technology devices (laptop, netbook, cellphone, tablet, etc.) to Crosby High School and Crosby Middle School and they will be utilized in the classroom at the **discretion of the teacher**.
- Users of the CISD Wi-Fi network have **filtered** Internet access just as they would on a district owned device.
- Crosby ISD offers many educational resources via the Internet. These resources can be accessed anytime, anywhere the student has access to the Internet; therefore, learning is extended beyond the classroom.
- By Connecting to the CISD Wi-Fi, users accept the terms of Crosby ISD Responsible Use Guidelines (RUG).
- Use of technology is a privilege and not a right.
- Students are expected to exhibit digital responsibility and follow the Responsible Use Guidelines (RUG) while using technology.








The Responsible Use Guidelines (RUG) may be found on crosbyisd.org and a copy will be provided to your student.

Responsibility for Devices

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal 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.
- Personal devices may be subject to investigation in accordance with District Policy.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode

Appropriate Student Use

As with any tool, there are appropriate places and times for the use of devices on the CISD Wi-Fi network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

Usage	Middle School	High School
When designated for learning by teacher		
During Passing Periods		
During Lunch		
Specific Procedures will be announced by campuses		

Grading of Student Work

Students who do not have access to personal devices will be provided with an alternative way of completing the assignment or a district owned device may be provided based on availability.

Tips for Success with CISD Wi-Fi

- Clearly label all devices and power cords with your student's name
- Set a password or passcode on the device
- Bring devices to school fully charged and in good working order
- Record the serial number and model information at home
- Students may bring headphones to use with their device as many digital resources have audio
- Your homeowner's or renter's insurance policy may cover lost or damaged personal electronic devices
- Students should silence or place devices on vibrate while working in class

Responsible Use of Technology

Other important guidelines to share with your child about Digital Citizenship and safety are:

- Use strong passwords
- Do not share passwords
- Keep addresses, phone numbers, and other personal information private
- Be respectful when communicating
- Do not connect with people you do not know personally
- Students are expected to connect to the filtered Crosby ISD Wi-Fi while on campus
- Report any suspicious information to an adult immediately
- Photos are to be taken only when directed by the classroom teacher
- Students must not loan or share personal device with others

Appendix II

Parent's Release of Student Information – School Sponsored Purposes

For the following school-sponsored purposes, Crosby ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Image (e.g., photograph, digital/video image)
- Date of birth
- Honors and awards received
- Dates of attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

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

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature _____ Date _____

Appendix III

Parent's Release of Student Information – Purposes other than School-Sponsored Purposes

For all other purposes, Crosby ISD has designated the following information as directory information:

- Student's name
- Address
- Grade level

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____ Date _____

Appendix IV

Parent's Release of Student Information - Military Recruiters & Institutions of Higher Education

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

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

I, parent of _____ (student's name), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____ Date _____

Appendix V - School Bus Safety Rules & Procedures

Rules defining student conduct are designed to protect the passengers and shall include, but not limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions in regards to bus safety rules and bus operations at all times.
2. Buses will stop at designated stops only. Students are to arrive at their bus stop (10) minutes before their pick up time. Students will wait next to (but not in) the street, driveway or parking lot. Students must wait for the bus to come to a complete stop before approaching to board or standing to leave the bus. Drivers cannot wait pass the designated pickup time.
3. Stay in your seat and face the front: Students will remain properly seated at all times and not block the center aisle (*facing forward keeping feet on the floor in front of them*). All students will remain inside their seat compartment at all times. All students will be assigned a seat.
4. Students are not allowed to consume food, drink, or tobacco products on the bus. (Exception: During extreme heat, drivers may allow students to consume water only in plastic containers). Glass containers are prohibited on the bus.
5. Students are not to engage in loud talking, yelling, using profanity, abusive or inappropriate language, displaying obscene gestures or gang signs. The bus driver may require any or all students to be silent on the bus.
6. Scuffling, shoving, hitting, or fighting is prohibited on the bus and at designated bus stops. Students must keep all body parts and personal objects from contacting another student.
7. Damage to personal items is not covered by the district's insurance company. We will not be responsible for items carried on the bus if lost, stolen, or damaged.
8. Students are not allowed to bring insects, animals, or harmful objects on the bus (i.e., weapons, drugs, alcohol, tobacco, fireworks, laser lights, etc.).
9. Band instruments or class projects are allowed on Crosby ISD buses provided they can be held by the student (not taller than shoulder or seat high), fit in the seat with the student, do not interfere with the availability of seating for other students, and do not interfere with the safety of students or bus operation. In the event that any of these conditions exist, parents will be responsible for an alternate means of transporting their child's instrument and/or project to and from school.
10. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.
11. No spitting. No student shall cause their body fluids to make contact with other persons and/or common objects on the bus.
12. Littering or throwing items inside or from the bus is prohibited.

13. Students are not to engage in verbal or physical behavior that constitutes Sexual Harassment of another person.
14. Students shall comply with the Crosby ISD dress code on all buses.
15. Students are not to engage in any other conduct that disrupts the safe operation of the bus.
16. Students must keep their hands, head, feet and personal objects inside the bus at all times. No yelling or communicating out of a window.
17. Bus rider rules apply to all school sponsored events.
18. Students are not allowed to use electronic devices while riding on a bus. "Use" is defined as having a device that is turned on, emits an audible signal, vibrates, displays a message, or otherwise summons, delivers or receives a communication to the possessor. Student consequences for violation of this policy: Electronic devices will be confiscated and the parent has the option of paying \$15.00 cash fee to retrieve the device early or it will be held in the office for a period of 7-Days and will then be released to the parent. Refusal to give the device to the driver will result in a bus referral. Repeated incidents of the same offense will result in additional consequences.

School Bus Behavior Guidelines

****Consequences for Minor Offenses**

1st Documented Warning & Parent Contact

2nd Documented Warning & Parent Contact

3rd Refer to Campus Administrator (bus referral)

****Consequences for Flagrant Offenses**

- 1st** Documented Warning / Counseling or Bus Suspension 1-3 Days
- 2nd** Written Warning/ Counseling / Detention Bus Suspension 1-5 Days / Parent Contact
- 3rd** Detention or Bus Suspension 3-10 Days
- 4th** Bus Suspension 5-10 Days or Remainder of year

****Bus consequences may be superseded by CISD's policy.** The bus driver has the authority to assign seats. The harassment and weapons policies of CISD will be strictly enforced on the school bus as well as at school.

1. Excessive noise
2. Horse Play / Mischief
3. Eating / Drinking / Littering on the bus
4. Leaving seat / Standing
5. Riding unassigned bus or using unassigned bus stop
6. Disobedient to the driver
7. Riding or attempting to ride any bus during a suspension
8. False Identification
9. Other offenses as reported to the driver or principal

Flagrant Offenses

1. Persistent Minor Offenses
2. Hanging out of windows
3. Throwing / shooting of any object
4. Physical aggression against any person
5. Possession / use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made prior to reinstatement of bus privileges)
7. Holding onto or attempting to hold onto any portion of the exterior of the bus
8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency door / tampering with bus equipment
10. Possession or threat of weapons, explosives, flammables, and play weapons
11. Spitting on or at another person
12. Threatening or Bullying another student / Sexual Misconduct
13. Profanity, verbal abuse, racial slurs, harassment, obscene gestures or possession of unacceptable material.
14. Other offenses as reported by the driver or principal
15. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle, etc.)
16. Use of cell phone camera

Minor Offenses

School Bus Loading & Unloading Procedures

Loading and unloading procedures shall include, but not limited to, the following:

1. PROCEDURES FOR WAITING FOR THE BUS

- a. Be at your bus stop ten minutes before the scheduled pickup time.
- b. Students will wait next to (but not in) the street, driveway or parking lot.
- c. When the bus approaches, form a line and be prepared to load immediately.
- d. Stand clear of the bus until it comes to a complete stop.
- e. If you miss the bus, go home immediately.
- f. Parents/guardians should instruct their children on what procedures to follow if the bus is missed.

2. LOADING THE BUS

- a. Scuffling, shoving, hitting or fighting is prohibited on the bus and at designated bus stops. Students must keep all body parts and personal objects from contacting another student.
- b. Use the handrail and steps.
- c. Go directly to your seat and sit down. The bus will not move until all students are properly seated.
- d. Any or all students may be assigned a seat.
- e. Board and leave the bus at designated stops only.

3. GETTING OFF THE BUS

- a. Stay seated until the bus is completely stopped.
- b. Use the handrail and take one step at a time when leaving the bus.
- c. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
- d. Stay clear of the bus when the engine is running. Do not chase or hang on to the bus at any time.
- e. If an article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver to help.
- f. All students should exit the bus and immediately take several steps away from the bus.
- g. It is the parent's responsibility to insure younger students are not left unattended at bus stops.
- h. **Pre-K and Kindergarten** students will not be dropped off unless an approved parent/guardian or adult is in view to receive the student, otherwise the student will be returned to his/her school campus or the Crosby ISD Operations Center located at 14670 FM 2100 Phone # 281-328-9200.

4. CROSSING THE STREET OR HIGHWAY

- a. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right corner of the bus and wait for the driver to signal you that it is safe to cross.

- b.** Check both directions and walk directly across the road.
- c.** Never cross the road behind the bus.
- d.** CAUTION! Be alert for vehicles that do not stop when the bus is loading or unloading students.
- e.** Cross all streets at intersections. Obey all traffic signals and signs on your way home.