

# 2018-2019 STUDENT HANDBOOK



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**Brookside Intermediate**  
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3535 E. FM 528  
Friendswood, TX 77546

**Clear Creek Intermediate**  
281.284.2300  
2451 East Main Street  
League City, TX 77573

**Clear Lake Intermediate**  
281.284.3200  
15545 El Camino Real  
Houston, TX 77062

**Creekside Intermediate**  
281.284.3500  
4310 W. Main Street  
League City, TX 77573

**League City Intermediate**  
281.284.3400  
2588 Webster Street  
League City, TX 77573

**Seabrook Intermediate**  
281.284.3100  
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**Space Center Intermediate**  
281.284.3300  
17400 Saturn Lane  
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**Victory Lakes Intermediate**  
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2880 West Walker  
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**Westbrook Intermediate**  
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302 W. El Dorado Blvd.  
Friendswood, TX 77546

**HIGH SCHOOLS**

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Friendswood, TX 77546

**Clear Creek High School**  
281.284.1700  
2305 E. Main Street  
League City, TX 77573

**Clear Falls High School**  
281.284.1100  
4380 Village Way  
League City, TX 77573

**Clear Lake High School**  
281.284.1900  
2929 Bay Area Blvd.  
Houston, TX 77058

**Clear Lake High School  
9<sup>th</sup> Grade Center**  
281.284.2400  
2903 Falcon Pass  
Houston, TX 77062

**Clear Springs High School**  
281.284.1300  
501 Palomino Lane  
League City, TX 77546

**Clear Path Alternative  
School**  
281.284.1600  
1001 Magnolia Avenue  
Webster, TX 77598

**Clear View High School**  
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**Clear Horizons Early  
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## Table of Contents

<b>I. FOREWORD.....</b>	<b>8</b>
Statement of Nondiscrimination .....	8
<b>II. DUTIES, RESPONSIBILITIES AND RIGHTS OF PARENTS.....</b>	<b>9</b>
Home/School Partnership .....	9
Parent-Teacher Communication .....	9
Student Information .....	9
Parent Consent/Notification.....	10
Protection of Pupil Rights Amendment (PPRA) Notice.....	10
Chapter 26: Parental Rights .....	11
<b>III. STUDENT RECORDS .....</b>	<b>13</b>
Notice of Parent and Student Rights.....	13
Directory Information .....	15
<b>IV. DUTIES, RESPONSIBILITIES, AND RIGHTS OF STUDENTS .....</b>	<b>15</b>
Standards for Student Conduct .....	15
Student Rights.....	16
Automobiles/Motorized Vehicles (High School Only) .....	16
Dress Code .....	17
Cellular Phones / Electronic Equipment.....	18
Prohibited Items .....	18
Inappropriate Use of Technology .....	18
Publications.....	18
Prior Review .....	19
Searches and Interrogations .....	19
Textbooks.....	19
Transportation Bus Rules.....	20
Discipline .....	22

Detection .....	23
Visitors .....	24
Personal Conduct .....	24
Discipline Referral .....	24
Supervision of Students Before and After School .....	24
<b>V. PRINCIPAL AUTHORITY AND RESPONSIBILITIES .....</b>	<b>24</b>
<b>VI. ATTENDANCE POLICIES AND PROCEDURES .....</b>	<b>25</b>
Attendance .....	25
Absences .....	25
Awarding of Credit for a Class (Texas Education Section Code 25.092) .....	27
Permission to Leave Campus:.....	28
School Hours:.....	29
Tardiness .....	29
Truancy .....	29
Placement of Student Transfers .....	29
Withdrawals .....	29
Verification of Enrollment (High School Only) .....	29
<b>VII. GENERAL INFORMATION .....</b>	<b>30</b>
Personal Messages .....	30
Assemblies .....	30
Buildings and Facilities - Use and Care.....	30
Returned Checks .....	30
Credit Card Payments .....	30
Communicable Diseases .....	31
Health Services .....	32
Food Allergy Management Plan .....	32
Immunization .....	33

Medication .....	33
Texas Department of Health Screening Requirements .....	34
Emergency Information .....	34
Counseling Services.....	34
Clubs and Organizations.....	35
Honor Societies:.....	35
Eligibility for Extracurricular Activity Participation.....	35
Exception to Extracurricular Eligibility.....	36
Students: Extracurricular Code of Conduct .....	37
A. General Misconduct Guidelines.....	43
Fees .....	51
Fire Drills and Other Disaster Procedures .....	51
Fund Raising Activities.....	51
Hall Passes .....	51
Insurance.....	52
Electronic Resources.....	52
<b>Student Responsible Use Guidelines for Technology .....</b>	<b>52</b>
Library Services.....	59
Lockers.....	59
Breakfast & Lunch.....	59
Field Trips.....	60
Elementary School Parties .....	60
Pest Control.....	60
Asbestos Management Plan .....	61
Signs and Posters .....	61
Special Programs .....	61
Student Identification Cards (Secondary Campuses Only) .....	64
Student/Parental Concerns (Non-disciplinary) .....	64

Lost /Stolen/Damaged Property .....	65
Student Council.....	65
<b>VIII. SAFETY AND SECURITY .....</b>	<b>65</b>
Campus Security .....	65
Law Enforcement Agencies .....	65
Child Protective Services .....	66
Dating Violence, Discrimination, Harassment, and Retaliation.....	67
Wellness/Physical Education (P.E.) Guidelines .....	70
<b>IX. CURRICULUM, GRADING AND REPORTING, AND PROMOTION REQUIREMENTS.....</b>	<b>70</b>
Curriculum Mastery .....	70
Standards for Mastery .....	70
Promotion Requirements .....	70
Secondary Course Offerings and Credit .....	72
Grading and Reporting Procedures.....	72
Extended Instructional Programs [See CCISD Board Policy EHDD(LOCAL)].....	74
Early Graduation.....	75
Correspondence Courses [See CCISD Board Policy EJC(LOCAL)].....	75
Credit by Examination without Prior Instruction [See CCISD Board Policy EHDC(LOCAL)] .	76
Credit by Examination with Prior Instruction [See CCISD Board Policy EHDB(LOCAL)].....	76
Schedule Changes .....	77
Scholarships .....	78
Full-Time Students – High School Only .....	78
Part-Time Students – High School Only .....	78
Attendance: Released Time [See CCISD Board Policy FEF(LOCAL)] .....	78
Homebound Students .....	78
Commencement Exercises .....	78
Local School Health Advisory Council and Health Education Instruction .....	78

<b>X. ACADEMIC ACHIEVEMENT RECORD (HIGH SCHOOL ONLY)</b> .....	<b>79</b>
<b>STUDENT CODE OF CONDUCT</b> .....	<b>81</b>
Purpose.....	81
School District Authority and Jurisdiction .....	81
Enforcement of Student Code of Conduct .....	83
General Expectations of Students .....	83
Discipline Management Techniques.....	87
Removal from the Regular Educational Setting .....	88
In-School Suspension (ISS) .....	90
Out-of-School Suspension .....	92
Disciplinary Alternative Education Program (DAEP).....	93
Placement and/or Expulsion for Certain Serious Offenses.....	99
Expulsion .....	100
Additional Misconduct.....	105
Sanctions.....	105
Newly Enrolled Students .....	105
Emergency Procedures.....	106
<b>GLOSSARY</b> .....	<b>107</b>

# 2018-2019 STUDENT/PARENT HANDBOOK

## I. FOREWORD

The objective of the Clear Creek Independent School District is a quality educational program, which encourages the acquisition, exchange, and application of ideas. This objective may be achieved only in an environment that promotes cooperation and is free from disruptions that interfere with the educational process. The District expects students to behave in an appropriate manner and to contribute in a positive way to the school community. As members of the school community, the parents/guardians must meet certain responsibilities if a positive learning environment is to be achieved. Cooperation among students, parents/guardians, and educators is essential in attaining the overall objective of a quality educational program.

Student handbooks are published on an annual basis. The handbook is provided to give students, parents/guardians, and educators guidance in adhering to the policies governing all school activities. District policies are subject to change. If a policy conflicts with a provision contained in this Handbook, the policy shall control. (School Board policies may be accessed by clicking on the following link [www.pol.tasb.org](http://www.pol.tasb.org)) Students will be advised of any policy change that alters any rights guaranteed in this Handbook. Students must meet the equivalent curriculum requirements for graduation as listed in the handbook under which they first enter the ninth grade. Each student is to be supplied with one handbook per school year. The student handbook contains both required and useful information for students and parents/guardians. A study of the handbook and adherence to the policies assists students in achieving success in school.

Student handbooks are available on each campus and online at [www.ccisd.net](http://www.ccisd.net). Both students and parents are required to sign an acknowledgement that they understand that the handbook contains important information and that the students will be held accountable for infractions of the Student Code of Conduct. Students and parents are required to acknowledge that they accept responsibility for accessing and reviewing the handbook.

The Student/Parent Handbook of the Clear Creek Independent School District contains a detailed Student Code of Conduct with a listing of offenses and penalties. In all disciplinary cases, consistent with the Texas Education Code, the policies of the Board of Trustees of Clear Creek Independent School District, the District Student Code of Conduct, and the provisions of this Handbook shall control. The Extracurricular Code of Conduct is an additional set of behavioral standards for students participating in extracurricular activities. Students and their parents/guardians should thoroughly familiarize themselves with this Handbook and the Student Code of Conduct and the Extra Curricular Code of Conduct in all respects.

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, Clear Creek Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these legal requirements:

For concerns regarding discrimination on the basis of sex or gender:

Leila Sarmecanic, Title IX Coordinator, Office of Policy and Legal Affairs, 281-284-0013

For concerns regarding discrimination on the basis of disability:

Dr. Cynthia Short, Executive Director of Special Education, ADA Coordinator, 281-281-7733



Lisa Hardcastle, Coordinator of Dyslexia and 504 Services, 504 Coordinator, 281-284-0078

All other concerns regarding discrimination should be directed to the appropriate Assistant Superintendent or the General Counsel:

Dr. Karen Engle, Assistant Superintendent of Secondary Education, 281-284-7263

Holly Hughes, Assistant Superintendent of Elementary Education, 281-284-3536

Leila Sarmecanic, General Counsel, 281-281-0013.

## **II. DUTIES, RESPONSIBILITIES AND RIGHTS OF PARENTS**

### **Home/School Partnership**

Education succeeds best when there is a strong partnership between home and school— a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

- Review the Student Handbook with your child prior to signing and returning to school the written statement that you have seen and understand the responsibilities outlined in the Student Code of Conduct.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.
- Attend Board meetings to learn more about ongoing operations of the District.
- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the Board of Trustees and by the Texas Education Agency.
- Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
- Become a school volunteer. Register on the CCISD website.
- Participate in campus parent organizations. The activities are varied, ranging from PTA, to band boosters and campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

### **Parent-Teacher Communication**

Parent-teacher communication is essential to a child's success in school. You may confer with the teacher by sending a note or email to the teacher or calling the school office to arrange a conference. Telephone calls to the teacher at home are discouraged. Please use the teacher as your first contact when you have a concern regarding your child's education.

### **Student Information**

Accurate student information is essential to an effective school-parent relationship and your child's safety. Please keep all information about your child updated. This includes, but is not limited to, medical records, emergency contact information, custody papers, etc.

## **Parent Consent/Notification**

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Additionally, notice will be sent home before such a survey, analysis, or evaluation is administered, regardless of the source of funding, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or family
- Sexual behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers
- Income, other than as required by law, to determine eligibility for participation in a program or for receiving financial assistance under such program

## **Protection of Pupil Rights Amendment (PPRA) Notice**

*The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Clear Creek ISD to notify parents and obtain consent or allow parents to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):*

- Political affiliations or beliefs of the student or student’s parent
- Mental or psychological problems of the student or student’s family
- Sex behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Clear Creek ISD has adopted policies (See CCISD Board Policy [EF\(LEGAL\)](#)) regarding these rights and protects student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clear Creek ISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Clear Creek ISD will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Clear Creek ISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution

- Administration of any protected information survey not funded in whole or in part by the Department of Education
- Any non-emergency, invasive physical examination or screening as described above

## **Chapter 26: Parental Rights**

The following are relevant provisions of the Texas Education Code:

- **PURPOSE**
  - (a) Parents are partners with educators, administrators, and school District Board s of trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.
  - (b) The rights listed in this chapter are not exclusive. This chapter does not limit a parent's rights under other law.
  - (c) Unless otherwise provided by law, a Board of trustees, administrator, educator, or other person may not limit parental rights.
  - (d) Each Board of trustees shall provide for procedures to consider complaints that a parent's right has been denied
  - (e) Each Board of trustees shall cooperate in the establishment of ongoing operations of at least one parent-teacher organization at each school in the District to promote parental involvement in school activities.
- **Sec. 26.002. DEFINITION**

In this chapter, "parent" includes a person standing in parental relation. The term does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order.
- **Sec. 26.003. RIGHTS CONCERNING ACADEMIC PROGRAMS**
  - (a) A parent is entitled to:
    - (1) Petition the Board of trustees designating the school in the District that the parent's child will attend, as provided by 25.033.
    - (2) Reasonable access to the school principal, or to a designated administrator with the authority to reassign a student, to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student.
    - (3) Request, with the expectation that the request will not be unreasonably denied:
      - (i) the addition of a specific academic class in the course of study of the parent's child in keeping with the required curriculum if sufficient interest is shown in the addition of the class to make it economically practical to offer the class.
      - (ii) that the parent's child be permitted to attend a class for credit above the child's grade level, whether in the child's school or another school, unless the Board or its designated representative expects that the child cannot perform satisfactorily in the class; or
      - (iii) that the parent's child be permitted to graduate from high school earlier than the child would normally graduate, if the child completes each course required for graduation; and
    - (4) Have a child who graduates early as provided by Subdivision (3)(C) participate in graduation ceremonies at the time the child graduates.
  - (b) The decision of the Board of Trustees concerning a request described by Subsection (a)(2) or (3) is final and may not be appealed.

- ***Sec. 26.004. ACCESS TO STUDENT RECORDS***

A parent is entitled to access to all written records of a school District concerning the parent's child, including:

- (a) attendance records
- (b) test scores
- (c) grades
- (d) disciplinary records
- (e) counseling records
- (f) psychological records
- (g) applications for admission
- (h) health and immunization information
- (i) teacher and counselor evaluations
- (j) reports of behavioral patterns

- ***Sec. 26.005. ACCESS TO STATE ASSESSMENTS***

Except as provided by Section 39.023, (e), a parent is entitled to access to a copy of each State assessment instrument administered under Section 39.023 to the parent's child.

- ***Sec. 26.006. ACCESS TO TEACHING MATERIALS***

- (a) A parent is entitled to:
  - (1) review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child; and
  - (2) review each test administered to the parent's child after the test is administered.
- (b) A school District shall make teaching materials and tests readily available for review by parents. The District may specify reasonable hours for review.
- (c) A student's parent is entitled to request that the school District or open-enrollment charter school the student attends allow the student to take home any textbook used by the student. Subject to the availability of a textbook, the District or school shall honor the request. A student who takes home a textbook must return the textbook to school at the beginning of the next school day if requested to do so by the student's teacher.

- ***Sec. 26.007. ACCESS TO BOARD MEETINGS***

- (a) Parent is entitled to complete access to any meeting of the Board of trustees of the school District, other than a closed meeting held in compliance with Subchapters D and E, Chapter 551, Government Code.
- (b) A Board of trustees of a school District must hold each public meeting of the Board within the boundaries of the District except as required by law or except to hold a joint meeting with another District or governmental entity. All public meetings must comply with Chapter 551, Government Code.

- ***Sec. 26.008. RIGHT TO FULL INFORMATION CONCERNING STUDENT***

- (a) A parent is entitled to full information regarding the school activities of a parent's child except as provided by Section 38.004.
- (b) An attempt by any school District Employee to encourage or coerce a child to withhold information from the child's parent is grounds for discipline under Sections 21.104, 21.156, or 21.211, as applicable.

- ***Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES***

- a) An employee of a school District must obtain the written consent of a child's parent before the employee may:

- (1) Conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section 38.004; or state or federal law regarding requirements for special education.
- (2) Make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.
- b) An employee of a school District is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:
  - (1) purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses
  - (2) a purpose related to a cocurricular or extracurricular activity
  - (3) a purpose related to regular classroom instruction
  - (4) media coverage of the school
- ***Sec. 26.010. EXEMPTION FROM INSTRUCTION***
  - (a) A parent is entitled to remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester.
  - (b) This section does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the school District and the agency.
- ***Sec. 26.011. COMPLAINTS***

The Board of trustees of each school District shall adopt a grievance procedure under which the Board shall address each complaint that the Board receives concerning violation of a right guaranteed by this chapter.
- ***Sec. 26.012. FEE FOR COPIES***

The agency or a school District may charge a reasonable fee in accordance with Subchapter F, Chapter 552, Government Code, for copies of materials provided to a parent under this chapter.
- ***Sec. 26.013. STUDENT DIRECTORY INFORMATION***

A parent may object to the release of student directory information as defined by the District.

### **III. STUDENT RECORDS**

#### **Notice of Parent and Student Rights**

##### **Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec 1232g**

The Clear Creek Independent School District maintains general education records required by law. A student's school records are confidential under federal law (Family Education Rights and Privacy Act) and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Office of Policy and Legal Affairs is the official custodian of all records for currently enrolled students and for students who have withdrawn or graduated. Records may be reviewed by parents or legal guardians during regular school hours at the school where the student is enrolled. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address for the Office of Policy and Legal Affairs is as follows:

Post Office Box 799, League City, Texas 77574

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disability, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a student with disability's individual education plan (IEP); (3) compiling statistical data; reviewing an education record to fulfill the officials professional responsibility or investigating or evaluating programs.

Certain other officials from various governmental agencies as outlined in CCISD Board Policy [FL\(LEGAL\)](#) may have access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

A parent is entitled to full information regarding the school activities of a parent's child except as provided by State child abuse laws. A parent is entitled to access to all written records of a school district concerning the parent's child, including: attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations and reports of behavioral patterns.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A request to correct a student's records should be submitted to the General Counsel. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in CCISD Board Policy [FNG\(LOCAL\)](#) Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 10 cents per page. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view

the records during the regular school hours, upon written request of the parent, one copy of the record may be provided at no charge.

### **Directory Information**

CCISD generally does not provide any student information, including “directory information,” to third parties. Individual campuses may release limited information about students to military recruiters and accredited institutions of higher education as required by federal law, and to organizations affiliated with the District and approved by the Superintendent or designee who need such information to provide school-related services to students. Information released to these groups for education services shall not be revealed to persons other than those authorized by the campus principal. No group, agent, or employee shall share the information with another group without parental permission. Schools shall provide parents with the right to refuse the release of information to the school group.

### **Directory Information for School-Sponsored Purposes**

The District often uses the following directory information for school-related purposes: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. Directory information may be disclosed in connection with athletic and fine arts events, graduation, honors and awards banquets and other campus or District events recognizing student accomplishments.

This information will not be released to the public without the consent of the parent or eligible student.

Unless you object to the use of your child’s information for these limited purposes, the school will not need to ask your permission each time the District wishes to use this information for the school-related purposes listed above.

### **Release of Student Information to Military Recruiters and Institutions of Higher Education.**

The District is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The District’s complete policy regarding student records is available from the principal’s or Superintendent’s office, the Office of Policy and Legal Affairs or on the District’s website at [www.ccisd.net](http://www.ccisd.net).

## **IV. DUTIES, RESPONSIBILITIES, AND RIGHTS OF STUDENTS**

The entire staff of the school has the responsibility to enforce the standards and policies of the District. Full cooperation of students and parents/guardians is expected. Students are expected to conduct themselves at all times in an appropriate manner. Behavior that is detrimental to the educational environment of the student or other students and/or staff members is not acceptable. Please refer to the Student Code of Conduct.

The school recognizes a student’s right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Please refer to Board Policy [FNA\(LOCAL\)](#).

### **Standards for Student Conduct**

Each student is expected to behave in a responsible manner by:

- Demonstrating courtesy and respect for others.
- Attending all classes, regularly and on time.
- Preparing for each class; taking appropriate materials and assignments to class.
- Being well-groomed and dressing appropriately as defined by District and/or campus dress code.
- Obeying all campus and classroom rules.
- Respecting the rights and privileges of other students, District staff, and other adults on campus or at school-related activities, on or off campus.
- Respecting the property of others, including District property and facilities.
- Cooperating with or assisting the school staff in maintaining safety, order, and discipline.
- Paying required fees and fines unless waived.
- Adhering to the Student Code of Conduct.

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the student handbook or posted in classrooms and violations of these rules may or may not constitute violations of the Student Code of Conduct.

### **Student Rights**

Students who are accused of misconduct have the right to know exactly what the charges are and to express their version of what happened. If the student or the student's parent(s)/guardian(s) believe that the student has been unjustly accused or penalized, they have the right to appeal to the next higher authority as outlined in School Board policies.

### **Automobiles/Motorized Vehicles (High School Only)**

Students who park cars or other motorized vehicles on school property must apply for a parking permit. Parking permits are granted on a space available basis, but priority is given to seniors and students with special circumstances, as determined by the building or assistant principal. The principal's decision is final.

- Students must have a valid Texas operator's license and proof of automobile insurance. A fee is charged for the parking permits.
- Students may not go to the parking lot during school hours without permission from the principal or principal's designee.
- Speed limit is 10 m.p.h. Racing or "dragging" is prohibited on school property.
- Loitering is not allowed in the parking area. Disciplinary action may be taken.
- Parking permits may be revoked for disciplinary reasons at the discretion of the principal.
- Possession of a permit does not necessarily guarantee the holder a parking space in the student parking lot.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicion exists to do so. Students have full responsibility for the security of their vehicles and should make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action

Violations of any of the preceding regulations can result in suspension of parking privileges. Illegal parking may result in the vehicle being ticketed and/or being towed away at the student's and/or owner's expense. If the parking sticker is confiscated, the parking fee is non-refundable. The unsafe operation of a vehicle may result in a fine and/or suspension of driving privileges.



## **Dress Code**

(Several CCISD schools have adopted standardized dress codes. Please contact your child's school to verify if there is a standardized dress code and to obtain a list of the dress code guidelines. **Students attending campuses with approved standardized dress codes will also adhere to District dress code requirements.**)

The Clear Creek ISD Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect for authority, and prepare our students for the future. Students whose religious beliefs require exemptions from the District's Dress Code in any way may be granted an exemption, provided the student presents a written statement, expressing a religious objection to the Dress Code that the District determines is bona fide.

Accordingly, the following shall apply:

- During normal school hours, secondary students shall be required to wear identification badges (ID's).
- No visible body piercing other than a student's ears will be allowed (e.g., no tongue piercing).
- No visible tattoos will be allowed.
- Appropriate clothing and shoes in good repair are required.
- Inappropriate clothing includes, but is not limited to, cut-offs, halters, strapless garments, spaghetti straps, open underarm shirts, tank tops, pajamas, boxer shorts, and clothes that expose the midriff or the underarm.
- Inappropriate shoes includes, but is not limited to, shower shoes, house slippers, and "heelies" (roller shoes).
- Any garment, regardless of what it is called, must be worn no shorter than mid-thigh.
- Shorts, skirts and dresses must come to at least mid-thigh when the student is seated.
- Pants or shorts shall be appropriately sized and worn at the natural waistline.
- Shirts may be required to be tucked in unless they are designed to be worn over the waistline and do not exceed four inches below the waistline.
- Tights, form fitting pants, leggings, spandex, exercise pants, and yoga pants must be covered by mid-length shorts, skirts, or long shirts.
- Clothes, jewelry, and other accessories that contain suggestive, inappropriate, or vulgar slogans or images, or advertise illegal products, alcohol and/or tobacco, are prohibited.
- Spiked and/or leather accessories and/or chains are not permitted (wallets, etc.)
- Any type of garment that can be interpreted as gang-related is not allowed on campus during school hours or at any school-related activity.
- Any non-religious head coverings (including but not limited to hats, caps and hoodies) are not allowed on campus during school hours.
- Trench coats or oversized jackets are not allowed on campus during school hours.
- Sunglasses may not be worn in the building.
- Clothing/hair styles, which in the judgment of the building administrators, pose a health or safety hazard and/or disrupt the educational process are not permitted.

Failure to comply will result in the student being required to change clothes. All class time missed is considered an unexcused absence. The building administrators determine whether a student's dress is appropriate. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases. Campuses may insist that all bags, backpacks, gym bags, etc., remain in a student's locker throughout the school day.

### **Additional Dress Code Requirements for Schools with Standardized Dress**

- Solid color slacks or trousers, black, navy, or khaki

- No spandex or clinging pants or shirts may be worn
- Golf-style collared, button down shirt, solid color, short or long sleeve – Campus administration will designate colors
- School or spirit shirts may be worn only on days designated by campus administration
- No logos other than the school logo may be worn
- Jacket and sweatshirt requirements will be designated by the individual campuses
- If belts are worn they must be worn through the belt loops and appropriately sized
- Denim may be worn only on day designated by campus administration

### **Cellular Phones / Electronic Equipment**

Students are prohibited from displaying or using cellular phones or other electronic communication devices on school property during regular school hours unless specifically authorized by District guidelines. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search. A student in violation of this policy is subject to having the device confiscated. The confiscated device may be released to the student's parent/guardian upon the payment of a \$15 administrative fee made to the school, as authorized by the Texas Education Code. Unclaimed devices will be disposed of after the notice required by law. [CCISD Board Policy [FNCE\(LOCAL\)](#)]. The District is not responsible for damaged, lost, or stolen equipment or devices.

In the event of an emergency or evacuation process, the District prohibits a student from using a telecommunications device, including a device that records, transmits, or displays photographic images, because these devices may interfere with the administrative efforts to facilitate telecommunications regarding student safety. Any student who uses this type of device during this time shall be subject to disciplinary action.

### **Prohibited Items**

TVs, radios, portable CD or DVD players, MP3 players, tape recorders, cameras, other types of sound/video equipment, and laser pointers are not permitted on school property unless authorized by a teacher for use in an assignment. This equipment is subject to confiscation. The equipment may be returned to the parent(s)/guardian(s) or student only at the close of school. The District is not responsible for missing or lost equipment.

### **Inappropriate Use of Technology**

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

### **Publications**

Distribution of written materials may be restricted, subject to the following guidelines:

- Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.

- Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- Content of the materials to be distributed shall conform to the following standards:
  - A. Materials that are obscene or sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
  - B. Defamatory materials shall be prohibited from distribution.
  - C. Publications that criticize Board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
  - D. Literature that attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence shall be banned if there is evidence that reasonably supports a forecast that disruption of normal school operations will result from the distribution.

### **Prior Review**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

- Material shall be submitted to the building principal or building principal’s designee for review.
- The principal or principal’s designee shall approve or disapprove submitted material within two school days of the time the material is received.
- The student may appeal disapproval to the Superintendent, in accordance with CCISD Board Policy [FNG \(LOCAL\)](#).

### **Searches and Interrogations**

A search of a student by a school official is allowed if there is reasonable suspicion to suspect that the search will reveal material or information indicating that the student has violated either a policy or the law. The search will generally be conducted by an adult of the same sex as the student. An adult witness must be present for all searches. Per CCISD Board Policy [FNF\(LOCAL\)](#), prior to conducting a personal search of a student, other than to obtain possession of a weapon, dangerous object, or other contraband such as illegal drugs or alcohol, a reasonable effort shall be made to inform the student's parent/guardian. When practical, the parent/guardian shall be given an opportunity to be present during the search if the parent/guardian can arrive within a short period of time. Per CCISD Board Policy [FNF\(LEGAL\)](#), trained dogs’ sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car. (See also Section VII, Lockers.)

School officials may search a student or a student’s property with reasonable suspicion or upon obtaining the student’s free and voluntary consent. Vehicles on school property are also subject to search. Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

### **Textbooks**

Students are responsible for their textbooks and the condition of the textbooks. A student must:

- Cover the textbook.

- Have the teacher or student enter the student's name into the textbook.
- Put no additional marks in the textbook.
- Report a lost book immediately to the teacher or textbook custodian and make arrangements to pay for it.
- After a student pays for the lost textbook, the teacher or textbook custodian will issue another book to the student. The student may receive a refund for the lost book once it is located, provided the student can produce a receipt that he/she paid for the textbook. At the end of the school year, the student must return the books issued or pay for each lost book and/or pay for damages to the book.
- Textbooks will not be loaned for the summer.
- Each student, or his/her parent/guardian, shall be responsible to the teacher or textbook custodian for all books not returned by the student, and any student failing to return all books shall forfeit his/her right to free textbooks until the books previously issued but not returned are paid for by the parent/guardian; however, the student will be provided textbooks for use at school during the school day.

**Students who fail to clear all indebtedness to a campus may be prohibited from participation in extracurricular/class activities.**

## **Transportation Bus Rules**

CCISD Transportation Procedures were established for the safety of all students riding on Clear Creek ISD buses.

Transportation bus cards permit CCISD students to ride a school bus. These bus cards must be kept on file in the Transportation Department at all times. At the beginning of each school year, the bus drivers are given two weeks to distribute and receive completed bus cards from each student that boards the bus. Thereafter, the cards may be obtained at the students' school campus and students must present a bus card in order to board the bus.

### **General Safety Rules**

1. Obey the instructions of the bus driver. At no time, should a student be disrespectful or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned bus. Student transportation on a bus other than the bus regularly assigned will be granted in EMERGENCY SITUATIONS ONLY. This permission must be approved by the student's principal, and a "Bus Transfer Slip" issued. Most emergency situations would involve medical problems, accidents or the unforeseen necessity for the parent/guardian to be out of town.
4. Do not ask to ride home on another bus with a friend.
5. It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
6. The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
7. The driver will not allow any unauthorized person to board the bus.

### **Procedures for Waiting for the Bus**

1. Be at your bus stop five minutes early and visible before scheduled pickup time. The driver will not wait or honk, nor will he/she stop for late students or students running for the bus.
2. Students should be no closer than 10 feet from the bus, which is called the "Danger Zone." Be in plain sight of the approaching bus driver and other traffic. Be watchful and don't play around.
3. Before the bus approaches, form a line and be prepared to load immediately.

4. Stand still and clear of the bus. Move toward the bus ONLY after door opens and/or driver signals you to load.
5. Parents/guardians should instruct their children on what to do if they miss the bus.

### **Loading the Bus**

1. Do not push or shove; always use the handrail.
2. Stay out of the bus "Danger Zone." Wait until the door opens or driver gives signal before approaching the bus.
3. Go directly to your assigned seat. The bus will not move until all students are seated. Students must remain seated at all times. Delays affect traffic and schedules.
4. Seating arrangement will be assigned. The bus driver may change seating arrangements anytime he/she deems necessary.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone" at the campus while loading in the afternoon. Students will not be allowed to board bus after the doors are closed without administrative approval.

### **Conduct on the Bus**

1. Classroom dress code and conduct rules shall be followed. Shoes must be worn while riding the bus.
2. Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to driver while bus is in motion.
3. Keep all body parts inside the bus.
4. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures are forbidden.
5. Do not spit or throw objects inside or out of the bus.
6. Do not litter, mark, cut or scratch any part of the bus. Student is responsible for damage.
7. Do not tamper with bus equipment.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergency.
9. Students shall never attempt to operate the passenger door or other controls except in case of emergency.
10. Students shall remain seated at all times and face forward for the duration of the trip.
11. Students shall keep their feet in front of them and out of the bus aisle.
12. Do not spray any substance (ex. hairspray, cologne, perfume, deodorant) while on the bus.

### **Getting Off the Bus**

1. Stay seated until the bus has come to a complete stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Students must move away from the bus as soon as they disembark. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
5. If crossing the street, cross in front of the bus and wait for the driver to signal.
6. If an article drops or rolls near or under the bus, get the attention of the driver immediately and have the driver assist you to retrieve the article. Do not attempt to retrieve the item without the assistance from the driver.

## **Dropping Off Pre-kindergarten and Kindergarten**

Parents or a documented designee must be at the bus stop to receive PK and KG students. If no one is there to receive the student, the student will be returned to the campus. It is the responsibility of the parent to see that students who are returned to school are picked up. Any student returned three times, will have their riding privileges suspended for the remainder of the school year.

## **Designated Stop/Changes**

Students will be picked up and dropped off at the student's designated bus stop. Only one location for pickup and one location for drop-off will be allowed.

## **Prohibited Items on the Bus**

1. Tobacco.
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages, drugs or chemicals.
5. Weapons, explosive devices, stun guns, pepper spray, sharp objects or firecrackers.
6. Objects such as (large musical instrument, shop project or tri-fold).
7. All items must be kept on the student's lap or within the seating compartment and may not deny another student a seat.
8. Balls, balloons and skateboards.
9. Food or drinks (no eating or drinking on the bus).
10. Matches or lighters.
11. Sound producing electronic devices or headphones.
12. Any other item prohibited by the CCISD Student Code of Conduct.

## **Accidents or Emergencies**

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group and move to a safe location as directed.
3. The following procedures will be used for evacuation in an emergency situation:
  - a. Students nearest the door will open the door and hold it open.
  - b. Leave the bus in a single file as quickly and quietly as possible.
  - c. Evacuation will start with the seat nearest the front door unless otherwise instructed.
  - d. Follow the driver's instructions completely.

## **Discipline**

The school bus is an extension of the classroom and discipline will be administered by the Transportation Supervisor with assistance from the bus driver. All CCISD Board policies that apply to student conduct and other student-related activities apply to the school bus. The following procedures shall be followed when discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. The driver may pull the bus over and stop in order to safely manage student behavior.
2. If the student refuses to comply with a reasonable request, the driver will report the incident to their Route Supervisor upon returning to the Transportation Department. The notification shall be made in writing on the School Bus Safety Report.
3. The Route Supervisor shall investigate the incident and notify the driver of the action taken.
4. 1<sup>st</sup> report = warning.  
2<sup>nd</sup> report = probation.

- 3<sup>rd</sup> report = 3 day suspension from riding the bus.
- 4<sup>th</sup> report = 10 day suspension from riding the bus.
- 5<sup>th</sup> report = 30 day suspension from riding the bus.
- 6<sup>th</sup> report = suspension from riding the bus for the remainder of the year.

Note: At the discretion of the Transportation Department, bus riding privileges may be suspended due to the nature of the infraction.

- 5. The student will be given a copy of the report to take home for the parent's signature and return signed copy to the driver.

Note: In the case of serious misconduct that endangers the safety of other students or the driver, the student(s) may be removed from the bus by any school official or law enforcement assistance.

Serious Violation: The Director of Transportation has the authority to bypass steps from serious violations or to repeat a step if the behavior is not a serious violation. Some examples of a serious violation are fighting, cursing, threatening the driver, etc.

The campus administration may impose additional consequences or take appropriate additional disciplinary action in accordance with the Student Code of Conduct.

Immediate appropriate legal/disciplinary action may be taken against any student(s) engaging in any of the following misconducts:

- 1. Possession of firearms, a knife, or other dangerous devices will not be permitted and will result in immediate loss of bus privileges for the remainder of the school year.
- 2. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language toward the students or the driver.
- 3. Hindering in any manner the operation of a school bus or obstructing, unnecessarily, any roadway on which a school bus travels.
- 4. Making threats against or engaging in physical contact with a school bus driver.

### **Detection**

Individual school buses may be equipped with video cameras that will record the conduct of students and any verbal communication between students and driver. This recording may be used for disciplinary purposes.

The above rules of conduct, as well as the Student Code of Conduct, apply to Clear Creek ISD students who are being transported by buses or other vehicles owned, operated, and controlled by the school District. A student who damages or defaces a Clear Creek ISD vehicle may be subject to disciplinary and/or legal action and may be required to make restitution. Any violation of these rules will be reported by the bus driver to the Route Supervisor for corrective action. These safety rules will be enforced by appropriate action that may include the temporary or permanent withdrawal of riding privileges and/or consequences specified in the Student Code of Conduct. The consequences for any given action will depend upon the seriousness of the violation and all other circumstances.

Pursuant to Texas Education Code §26.009(b) and consistent with CCISD Board Policy [FO\(LEGAL\)](#), the District may, without consent of a child's parent/guardian, make a videotape or recording of the child "for the purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses." However, under the Federal

Educational Rights and Privacy Act (FERPA), videotapes revealing images of students and other “personally identifiable information” is protected from disclosure absent parent/guardian consent. Therefore, if a parent/guardian wishes to view a bus video recording in response to a disciplinary action, the parent may do so only if video does not contain images or information related to other students.

## **Visitors**

For the safety of our students and of those within the school, visitors must report to the main office and officially register through the visitor check in system using a state issued driver’s license or ID card to receive a badge prior to admittance to the school. Students may not go to the parking lot or outside the building to meet a visitor or parent. Visitors or parents who wish to deliver a lunch to a student must check in at the front office. Persons with official business are permitted on the school campus. Nonstudents, such as friends from other schools, or siblings or relatives may not be on campus to visit during the school day without permission from the principal. Pets or animals, other than certified assistance animals are not to be brought to school without prior approval. Visitors to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits should be limited to a duration of fifteen to twenty minutes. Visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Unauthorized visitors may have charges of trespassing filed against them. [See CCISD Board Policy [GKA\(LEGAL\)](#)].

## **Personal Conduct**

A student whose personal conduct or language is considered disruptive or inappropriate to the function of the school or is disrespectful to any member of the school staff will be subject to disciplinary action.

*Other actions that constitute misconduct are defined in the Student Code of Conduct*

## **Discipline Referral**

Students sent to the office for disciplinary reasons must report within five (5) minutes; failure to do so constitutes an additional offense for which disciplinary action may be taken.

## **Supervision of Students Before and After School**

Students who arrive on campus prior to identified morning duty hours will remain unsupervised. Students who remain on campus, unless under the supervision of school personnel, after the identified afternoon duty hour will be unsupervised and may be subject to disciplinary action.

# **V. PRINCIPAL AUTHORITY AND RESPONSIBILITIES**

The Principal shall be responsible for assuming responsibility and instructional leadership, under the supervision of the Superintendent, for discipline, and the planning, operation, supervision, and evaluation of the entire educational program at the campus. Principals are responsible for determining appropriate action if the standards for acceptable behavior on campus are not met.

If the behavior of a student in class or on school grounds requires disciplinary action, the student shall be sent to the appropriate principal, and the student shall remain in the office for the remainder of the class period or until a principal is available for a conference. The teacher’s responsibility is to report the details of the problem to the principal. The principal’s responsibility is to take action based on the teacher’s report and the student’s response, taking into account the past record of the student, and to report this action to the teacher and parent(s)/guardian(s).



Each year there are a few things including "fads" that show up on campus. These are not listed nor are there policies to cover all problems that may arise. When a "nuisance" develops, action will be taken by the principal to eliminate the "nuisance".

## **VI. ATTENDANCE POLICIES AND PROCEDURES**

### **Attendance**

- **Attendance**

Texas Education Code Section 25.085 (Compulsory Attendance Law) requires school attendance until the student's eighteenth birthday. A person who voluntarily enrolls in or attends school after the person's 18<sup>th</sup> birthday shall attend school until the end of the school year. A student may not be given credit for a class unless the student is in attendance for a minimum of 90 percent of the days the course is offered.

If the student does not meet the conditions set by the Campus Attendance Committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the District Attendance Committee by submitting a request in writing within 30 calendar days after the end of the semester or year for which credit is lost. The District Attendance Committee shall inform the student and/or parent/guardian of its decision within 45 days of the end of the semester. The District Attendance Committee's decision may be appealed to the Board by submitting a written request to the Board President within 55 working days of the end of the semester for which credit is lost. The Board shall inform the student and/or parent/guardian of the time and place of the hearing. [See CCISD Board Policy [FEC\(LOCAL\)](#)]

- **Compulsory Attendance**

Parent(s)/guardian(s) are responsible for student attendance. The parent/guardian is to contact the school when the student is absent. Students with excessive absences are referred to the District Attendance Officer who contacts the parent(s)/guardian(s).

Texas Education Code Section 25.095 Warning Notice:

The Texas Education Code requires school Districts to 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:

- A. The parent is subject to prosecution under Section 25.093; and
- B. The student is subject to prosecution under Section 25.094.

Authorized attendance at a school-sponsored activity is not counted as an absence.

### **Absences**

- **Excused Absences**

A student may be excused for temporary absence:

- A. Resulting from any cause acceptable to the principal. Personal illness and sickness or deaths in the family are classified as excused absences. A note signed by parent/guardian showing the dates and reasons for absence must be submitted within three (3) days after the student returns to class. If this note is not sent within the allocated three (3) days, the absence will be unexcused. Five (5) consecutive absences due to illness require a doctor's statement in order to return to school. Students with excessive absences may be required to furnish a doctor's statement.

- B. Resulting from “unusual causes” in some cases where the following conditions are met:
1. Reason for student's absence is stated in writing, signed by the parent/guardian, and submitted to the principal with a minimum of two (2) weeks advance notice. (Emergency situations will be handled on an individual basis.)
  2. Student is passing all courses.
  3. Assignments made prior to student's absence must be turned in before dates of absence occur. Students will make up all work missed and will be given time based on the number of days excused from school.
  4. Students may not take nine week tests, on-line tests, benchmark tests, or semester exams before the published exam dates.
  5. A student shall not be granted an excused absence for unusual causes during semester exams or during state-wide assessment exams.
  6. A maximum of five (5) days per scholastic year may be granted for unusual causes. Any portion of a day missed shall be considered a full day of absence.
  7. If the above conditions and reasons are not met, the student shall be given an unexcused absence.
  8. For the purpose of observing religious holy days shall follow the provisions with regard to excused absences.
  9. For temporary absences resulting from treatment by a health care professional, such absence shall be an excused absence if the student begins classes or returns to school on the same day of the appointment or treatment. In order for the absence for treatment by health care professionals to not be subject to the 90 percent attendance rule, a note from the health care professional verifying the appointment must be on file at the school within three (3) days after the appointment.
  10. Students may have two college visit days in their Junior year and two days in their Senior year, with two-week prior approval of their grade level assistant principal and a letter from the college or university verifying the visit. These absences for approved college visits do not affect exemption for final exams.

A student whose absence is excused shall be permitted the time, as outlined by [EIA\(REGULATION\)](#) Instructional Grading and Reporting Procedures, to make up work missed due to absence for full credit.

When returning to school after an absence, a student must bring a note, signed by the parent that describes the reason for the absence, and the date of the absence. Notes signed by the student, even with the parent's permission, will not be accepted, and the student may be subject to disciplinary action

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by District Instructional Grading and Reporting Procedures will receive a grade of zero for the assignment.

A student who is absent for more than 50 percent of the school day cannot participate in after-school or evening school-related activities on the day missed. The principal may make an exception for unusual circumstances.

- **Unexcused Absences**

- A. Absence for any reason the principal does not consider acceptable.
- B. Absence without parent permission is unexcused and is considered truancy.

Makeup work is available to all students. Students who are absent from school for any reason are encouraged to make up the work they missed. It is the student's responsibility to request make-up work for classes missed. Check the District Grading/Reporting Procedures.

A student absent from school or from any class without parent permission will be considered truant, will be subject to disciplinary action, and will receive an unexcused absence.

A student with an unexcused absence may make up all work missed for full credit unless the student is truant. The grade for make-up work of a student found to be truant shall be reduced by 50 percent.

After 10 consecutive days of absence, a student will be withdrawn.

### **Awarding of Credit for a Class (Texas Education Section Code 25.092)**

In order to receive credit in a class, students must be in attendance for a minimum of 90 percent of the days the course is offered. Students whose attendance is between 75 and 90 percent in a class during the days the course is offered will be provided the procedure to petition for the awarding of class credit. The student must be passing the class and submit a petition of appeal to the Campus Attendance Committee.

Students who are in attendance for less than 90 percent of the days the course is offered shall not be given credit for the class unless the Campus Attendance Committee finds that the absences are the result of extenuating circumstances. Petitions for credit may be filed at the end of the semester. The District recognizes the following as extenuating circumstances for the purpose of granting credit for a class:

Excused absence

Days of suspension

Participation in court proceedings or child abuse/neglect investigation

A migrant student's late enrollment or early withdrawal

Days missed as a runaway

Completion of a competency-based program for at-risk students

Late enrollment or early withdrawal of a student under supervision or jurisdiction of the Texas Youth Commission

Teen parent absences to care for his or her child

Participation in a substance abuse rehabilitation program

Other circumstances as listed in CCISD District Policy [FEC\(LOCAL\)](#)

The following is a list of alternative learning activities that may be assigned by the Campus Attendance Committee in order for a student to regain credit lost due to absences (check with your assistant principal):

Complete additional assignments, as specified by the committee

Complete an assigned research project

Satisfy time-on-task requirements before and/or after school

Attend campus-based tutorial sessions as scheduled

Complete summer school or online course requirements

Attend Saturday classes

Complete individual papers or oral reports

Complete assigned library activities

Complete assigned laboratory activities

Participate in computer-assisted instruction

Participate in peer tutoring

Demonstrate mastery of District course objectives in a manner determined by the Campus Attendance Committee

Complete an alternative education program

Participate in a school and/or community-based service learning project

Take an examination to earn credit in accordance with District [FEC\(REGULATION\)](#).

In all cases, the student must also earn a passing grade in order to receive credit. The above items are not designed to regain academic credit because of failure, but rather as activities the attendance committee may assign to enable students to regain credit lost due to excess absences.

### **Permission to Leave Campus:**

All Clear Creek ISD schools are closed campuses. Once students arrive on campus they may not leave until the official dismissal time of the school day unless they provide parental consent.

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also note that picking up a child early on regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

- For students in elementary through junior high school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up a student. If the student returns to campus the same day, the parent or authorized adult must sign back into the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school the following procedures must be followed:
  - Present a signed note from a parent/guardian to the appropriate office at the time of the check-out. Office personnel may verify parent/guardian request.
  - Receive permission from the appropriate office before leaving campus.
  - Return to the appropriate office upon returning to campus.
- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether the student should be sent home and will notify the student's parent. Under no circumstances will a child in elementary through junior high school be released unaccompanied by a parent or adult authorized by the parent.

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

Failure to follow any of these procedures results in an unexcused absence truancy.

## School Hours:

2018-2019	School Bell	Tardy Bell	Dismissal
High School	7:10 a.m.	7:20 a.m.	2:30 p.m.
Intermediate	8:40 a.m.	8:50 a.m.	4:00 p.m.
Elementary	7:55 a.m.	8:10 a.m.	3:15 p.m.
Half Day Pre-K	7:55 a.m./12:00 p.m.		11:10 a.m. /3:15 p.m.

- High School 7:10 a.m. – 2:30 p.m. – late arrival at 9:30 a.m.
- Intermediate 8:40 a.m. – 4:00 p.m. – early release at 1:00 p.m.
- Elementary 7:55 a.m. – 3:15 p.m. – early release at 12:15 p.m.

Please remember to allow time for transition, dismissal, and lunch for the early release groups.

## Changes in Afternoon Dismissal – Elementary Only

- All changes in transportation must be made in writing through the front office before 2:30 p.m.

## Tardiness

A student who enters a classroom after the tardy bell rings without the properly signed admittance slip is counted as tardy. The only excuse for being tardy is school business. For example, students in grades K-5 are considered tardy if they are not in their classroom by 8:10 a.m.

For an unexcused tardy, the student may be assigned to detention hall, ISS, or suspension. A student must be in attendance for 50 percent of the instructional time in order to be counted as present.

## Truancy

Truancy is a Class C misdemeanor. A parent/guardian's failure to attend a hearing under the truancy statutes is also a Class C misdemeanor. In addition, the campus will administer disciplinary action to the student.

## Placement of Student Transfers

Students entering the District from non-accredited public, private, or parochial schools, including home schools, and foreign schools shall be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for placement in accordance with District [EIC\(REGULATION\)](#) may include:

- Scores on achievement test(s) which may be administered by appropriate District personnel.
- Recommendation of the sending school.
- Prior academic record.
- Chronological age and social and emotional development of student.
- Other criteria deemed appropriate by the principal.

## Withdrawals

If at any time a student moves from the school attendance area, the office must be notified immediately so that the proper withdrawal procedure can be initiated. No withdrawal form will be issued without clearance (textbook, library fees, and other fees).

## Verification of Enrollment (High School Only)

Verification of Enrollment forms for the purpose of obtaining a driver's license are available in the school office. A student is eligible for a Verification of Enrollment when: (1) The campus considers the student currently enrolled at the time the student applies for the VOE and (2) The campus awarded the student credit

for each class the semester prior to application for the VOE. If the student was not awarded credit for each class the semester prior to application for the VOE, the campus should examine attendance records for the semester prior to application for the VOE to determine whether the student was present 90% of the time each class was offered. If so, the VOE may be issued. If the student did not receive credit and did not attend 90% of their classes, the school attendance committee and/or administration may approve a plan establishing conditions for the student to meet in order to receive a VOE. The decision of the Principal is final and may not be appealed.

## **VII. GENERAL INFORMATION**

### **Personal Messages**

In order to keep classroom interruptions to a minimum, the office personnel will not deliver personal messages to students during class time except in case of an emergency. Parents are encouraged to communicate any instructions to their children before they arrive at school.

### **Assemblies**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by District rules of conduct during an assembly shall be subject to disciplinary action.

### **Buildings and Facilities - Use and Care**

School facilities are available for use by student groups, before and after school hours. Student groups desiring to utilize school facilities must seek prior approval for such usage from the group's faculty sponsor and the appropriate building principal. No student group should remain at school after 3:00 p.m. without a sponsor.

Students may be charged a security deposit for the return of materials, supplies and equipment used in a particular course or activity. A parent/guardian may be held liable for any damage to District property caused by a student's willful or malicious behavior, or if the damage results from the student's negligent behavior.

### **Returned Checks**

The Clear Creek Independent School District has entered into an agreement with Envision for the Collection of returned checks issued to all Clear Creek Independent School District locations. CCISD requires that you make sure the following information is written on all checks.

- Full Name
- Street Address
- Home Phone Number

If your check is returned by your bank, it will be automatically forwarded by the Clear Creek Independent School District's bank directly to Envision after the first presentation of the check. Envision will contact you in order to collect the face amount of the returned check plus the state allowed collection fee. The amount of the collection fee is currently \$30 (or higher depending on the method of payment) in our state; however, this fee is subject to change as allowed by law. If you do not properly respond to Envision or Envision is unable to contact you, Envision may re-present your check to the bank electronically along with application collection fees.

### **Credit Card Payments**

Clear Creek ISD now accepts credit card payments for many types of school related items. All credit card companies charge a fee to entities that accept credit card payments. Our processing company, RevTrak,

charges a non-refundable fee of 4.16% to cover those credit card fees. CCISD does not receive any portion of the fee charged upon checkout. Payments to CCISD may appear as RevTrak on your credit card statement.

## **Communicable Diseases**

The parent(s)/guardian(s) of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include but are not limited to scabies, impetigo contagious, ringworm of the scalp, infectious forms of conjunctivitis, and pediculosis (lice).

Education Code 38.0025 requires school Districts to provide all students and parents with information annually relating to bacterial meningitis. The following information is to educate parents about the symptoms of this disease and what to do in the event a student is diagnosed with bacterial meningitis.

- **What is meningitis?**

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

- **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

- **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- **How is bacterial meningitis spread?**

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

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

- **How can bacterial meningitis be prevented?**

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

- **For more information**

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

## **Health Services**

Please be sure to notify the school nurse of any change in your child's health during the year. For example; allergies, medication taken daily at home, or health problems that we should be aware of for his/her safety and well-being. Food allergies requiring dietary restrictions or that require medical treatment also need to be documented.

## ***Student Illness***

Students who are ill or seriously injured prior to the school day should be kept home until improved (fever free for 24 hours without the use of fever-reducing medication) or released by a physician. Please do not send ill or injured students to school to be diagnosed by school personnel. Conditions requiring exclusion from school include:

- Temperature of 100° or more
- Vomiting or has vomited during the night
- Rash or skin infection other than poison ivy
- Diarrhea
- Contagious diseases or infestations - including but not limited to scabies, impetigo, conjunctivitis, live lice, and varicella.

During the school day, if a student becomes too ill to remain in school or is seriously injured, reasonable effort will be made to contact the parents. If a sudden, possibly life-threatening condition should occur, immediate safety of the student is the school's first concern. Ambulance transportation to a hospital will be arranged. Parents will be contacted as soon as possible.

## **Food Allergy Management Plan**

In accordance with SB 27, effective August 1, 2012, the District has adopted policy and procedure that allows for the development of a student food allergy management plan that includes the following components:

- Identification of students with food allergies who are at risk for anaphylaxis.



- Development, implementation, communication, and monitoring of food allergy action plans/emergency care plans, individualized health-care plans, and Section 504 plans, as appropriate.
- Reduction of the risk of exposure within the school setting to common food allergens.
- Training for school staff regarding awareness of signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
- Review of care plans and procedures periodically and after an anaphylactic reaction at school or at a school related activity.

Should your child have a food allergy that causes them to be at risk for anaphylaxis, contact your student's school nurse. The Food Allergy Action Plan/ Emergency Care Plan form is available through your school nurse and on the District website under Health Services. This form must be completed by a licensed physician in the US before implementing the food allergy management plan.

## **Immunization**

To attend school, students must be fully immunized against the following diseases: diphtheria, tetanus, polio, measles (rubella), mumps, rubella, haemophilus influenza, hepatitis B, and varicella (chickenpox). In addition, children attending pre-kindergarten or other early childhood programs must be immunized against invasive pneumococcal and hepatitis A diseases. Immunizations are required for all children and students in Texas as defined in Title 25 Health Services, Chapter 97.61-97.77 of the Texas Administrative Code.

Proof of immunizations may be personal records or previous school records that indicate the month, day, and year of each immunization. Personal records must be validated by a licensed physician or public health clinic. Immunization records must be in English. The school nurse can provide information on age-appropriate doses or acceptable physician validated history of illness required by the Texas Department of Health.

Exclusions from immunization compliance are permitted for reasons of conscience, including a religious belief. A signed affidavit must be presented by the student's parent or guardian. The affidavit form must be requested from the Texas Department of Health and is valid for two years. Contact the school nurse for additional information to request the official affidavit form.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

**Failure to provide appropriate immunization documentation will result in exclusion from school.**

## **Medication**

All prescription and nonprescription medications to be taken at school must be provided in the original labeled container and accompanied by a permission note from the parent/guardian to the school nurse. All medications to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent/guardian. No narcotics will be administered at school. A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity. Students who need to carry an asthma inhaler or other emergency medication must present documentation from a physician and parent outlining the need to do so. In accordance with Education Code 38.015, students may self-administer asthma medication while at school functions with written permission from parents and physician. The asthma authorization form is available from your school nurse. Administration of medication must be in accordance with the prescription instructions and the manufacturer's recommended dosage for non-prescription medicine. Natural and/or homeopathic-like products not FDA approved will not be dispensed by school District personnel without a physician's order.

## **Texas Department of Health Screening Requirements**

Special Senses and Communications Disorders Act, Texas Health and Safety code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Texas Department of Protective and Regulatory Services licensed day-care center and group day-care home in Texas or who meet certain grade criteria must be screened or have a professional examination for possible vision and hearing problems. All kindergartners, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders, students new to CCISD, 4 years through 12<sup>th</sup> grade are screened. The school nurse is required to keep those results in your child's health records. Texas Legislature has mandated all children in grades 6 and 9, (schools may adopt programs to screen grades 5 and 8 instead) be screened for signs of scoliosis (spinal curvature). Students will also be screened for acanthosis nigricans during the spinal screening or during the hearing and vision screening. AN is a light brown-black, velvety, furrowed, rough or thickened manifestation on the surface areas of the skin at the back of the neck which are indicative of high insulin levels and may increase their risk of type 2 diabetes. Parents will be notified if any abnormalities are found during any of the screening requirements mentioned above.

## **Emergency Information**

Periodically it may be necessary for the school to contact you regarding a change in your child's health or some other urgent communication. The information on the registration form is critical to this communication effort. If the information changes during the school year, please notify the school office so the registration form may be updated within 24 hours.

## **Counseling Services**

Students seeking advice about schedules, colleges, scholarships, tutorials or personal problems are to contact a school counselor. In the event of a personal crisis, a counselor may request the assistance of a District psychologist. Written consent from a student's parent/guardian is required prior to a psychological examination, test, or treatment.

## **Child Sexual Abuse**

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

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, please visit:

[Texas Department of Family and Protective Services: Prevention and Early Intervention:  
https://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](https://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp)

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

- [Child Welfare Information Gateway Factsheet:  
https://www.childwelfare.gov/pubPDFs/whatiscan.pdf](https://www.childwelfare.gov/pubPDFs/whatiscan.pdf)
- [KidsHealth, For Parents, Child Abuse: http://kidshealth.org/en/parents/child-abuse.html](http://kidshealth.org/en/parents/child-abuse.html)
- [Texas Association Against Sexual Assault, Resources: http://taasa.org/resources/](http://taasa.org/resources/)
- [Texas Attorney General, What We Can Do About Child Abuse Part 1:  
https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1](https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1)
- [Texas Attorney General, What We Can Do About Child Abuse Part 2:  
https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2](https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2)

Reports may be made to:

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

## **Clubs and Organizations**

Each school organizes clubs considered beneficial to the students and the educational program. New clubs may be created if at least fifteen (15) students file a petition with the building principal. A faculty member must sponsor the club and the principal must approve the organization. Non-school groups must receive permission from the principal to publicize non-school club activities. [See CCISD Policy [FNAA\(LOCAL\)](#)] These clubs do not award CCISD letter jackets for participation.

The individual schools issue a list of available clubs and organizations at the beginning of each school year.

## **Honor Societies:**

### **National Junior Honor Society**

The Chapter requirements for admission to the National Junior Honor Society comply with those of the National Council. The criteria for selection on each campus will be available from the Jr. National Honor Society sponsor.

### **National Honor Society**

The Chapter requirements for admission to the National Honor Society comply with those of the National Council. The criteria for selection on each campus will be available from the National Honor Society sponsor.

## **Eligibility for Extracurricular Activity Participation**

An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the Board, or an organization sanctioned by Board resolution. The activity is not necessarily directly related to instruction of the essential knowledge and skills, but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to: public performances, contests, demonstrations, displays, and club activities. In addition, an activity is subject to this policy if any one of the following criteria apply:

- The activity is competitive.
- The activity is held in conjunction with another activity that is considered extracurricular.

- The activity is held off-campus, except in a case in which adequate facilities do not exist on campus.
- The general public is invited.
- An admission is charged.

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- **Intermediate School Only**

During the first grading period, a student is eligible if he/she was promoted at the end of the previous year.

- **High School Only**

During the first grading period, a student is eligible if he/she was promoted at the end of the previous year or has accumulated the required number of units toward graduation.

- Ninth grade year - promotion from eighth grade
- Tenth grade year - six or more State credits
- Eleventh grade year - twelve or more State credits
- Twelfth grade year - eighteen or more State credits

- **All Secondary Schools**

A student who receives a grade below 70 at the end of the any grading period (after the first six weeks of the school year) in any academic class (other than an advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are identified honors or advanced, and (2) completed the three school weeks of eligibility and seven calendar days waiting period (See UIL website [www.uil texas.org/policy/tea-uil-side-by-side/academic-requirements](http://www.uil texas.org/policy/tea-uil-side-by-side/academic-requirements)).

- Students who fail advanced academic courses, pre-advanced placement (Pre-AP) courses, or advanced placement (AP) courses so designated by the Board of Trustees remain eligible. Students will be granted a one-time waiver for one grading period for one course if they fail an approved Honors/Advanced/PreAP/AP course with a grade of 60-69 percent. Students will only be eligible for one waiver for one course per academic year. It is the responsibility of the student to have a waiver form completed.
- A student is allowed up to ten activity-related absences from a class during a full-year course and seven (7) absences from a class completed in one semester in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision, as do other extracurricular activities defined below. In addition, the District shall permit students to be absent for competitions and performances sponsored by other organizations approved by the Board, with a maximum of five (5) absences in a school year for such purposes.
- Any student assigned to Disciplinary AEP or ISS may not participate in nor attend extracurricular activities until the end of the assignment.

A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

### **Exception to Extracurricular Eligibility**

A student who is ineligible for participation in extracurricular activities may participate in a public performance if the performance is required to demonstrate mastery of a particular course. The performance must be held on campus, not be competitive, not be subject to an admission charge, and not be held in conjunction with any other extracurricular activity, (unless adequate facilities do not exist on campus).

STATEMENT OF  
PHILOSOPHY

The District believes that extracurricular activities afford students opportunities to develop leadership, interpersonal, and citizenship skills. A variety of extracurricular programs exists in the form of clubs, teams, and performing groups. Participation in extracurricular activities is a privilege, not a right. Because students represent their school and the District in highly visible positions in elected offices and/or appointed positions in which they perform, participate, or compete, these students are viewed as role models. The demands and responsibilities require participants to commit time and effort while maintaining high standards of conduct. This code applies at all times and includes conduct on or off campus, while participating in an activity or not during the school calendar year, holidays, summer and weekends.

Before a student is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in this policy, the alleged infraction of the rule will be documented and a reasonable investigation of the allegation shall occur. The Principal or designee shall then schedule a conference with the student and the student's parent to explain the reasons for which the action is being taken and to offer the student an opportunity to present their side. The principal shall make all final disciplinary action decisions. [[FM\(LOCAL\)](#)]

NOTICE OF  
NONDISCRIMINATION

It is the policy of the Clear Creek Independent School District not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1975, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavioral standard shall have the effect of discriminating on the basis of sex, race, disability, religion, or ethnicity.

INDIVIDUAL  
ACTIVITY  
EXTRACURRICULAR  
CODES OF CONDUCT  
AND HANDBOOKS

In cooperation with the campus administration, activity Teachers/Coaches/Sponsors/Directors are authorized to develop individual activity codes of conduct and handbooks. A student's participation in a particular extracurricular activity is conditioned upon the student's compliance with the requirements and standards of behavior set forth in the individual extracurricular activity code of conduct, the CCISD Student Code of Conduct outlined in the Student/Parent Handbook, and The Extracurricular Student Activities Code of Conduct [FM\(REGULATION\)](#). Individual extracurricular activities may have stricter rules of conduct than the District Extracurricular Code of Conduct. Activity Teachers/Coaches/Sponsors/Directors may take disciplinary action, up to and including dismissal from the activity, against a student who violates any required standard of conduct. The program sponsor in cooperation with the campus administration has the authority to develop the specific guidelines for membership within their individual extracurricular activity code of conduct. Final approval of the individual extracurricular activity code of conduct in each area will be given by the appropriate CCISD Education Support Center Administrator or designee. Due to the vast differences among the various extracurricular groups, the individual program codes of conduct are developed for the purposes of defining the specific requirements within the organization.

The Teacher/Coach/Sponsor/Director's decision may be appealed pursuant to CCISD Policy [FM\(LOCAL\)](#); however, absent a showing that the disciplinary action was arbitrary or capricious, the Teacher/Coach/Sponsor/Director's decision will be presumed valid.

STATEMENT OF  
ELIGIBILITY

Participants who meet UIL and CCISD eligibility requirements and are selected to represent a CCISD school extracurricular program, agree by signature of parent and student, to comply with the behavior guidelines as set forth in the CCISD Student Code of Conduct, Extracurricular Student Activities Code of Conduct and the individual extracurricular program codes of conduct.

TRYOUT  
PROCEDURE

Tryout procedures and the calendar for the various extracurricular activities are determined by the individual activity directors in partnership with CCISD guidelines. Final approval of the individual extracurricular activity tryout procedures in each area will be given by the appropriate CCISD Education Support Center Administrator or designee. Upon completion of the tryout procedure for the extracurricular activity, the sponsor will notify all

participants of their membership status. The results of tryout procedures are final and cannot be appealed.

## DRESS AND GROOMING

Students who participate in extracurricular activities shall comply with the District's policy on student dress and grooming and the Teacher/Coach/Sponsor/Director's specific requirements for the activity.

## EQUIPMENT

Any District equipment issued to a student is the financial responsibility of the student and for the student's use while participating in a school-related activity/organization.

Students must care for District-issued equipment as if it were their own. Equipment must be properly stored, in the proper location, and shall be kept clean and maintained.

Students who lose or damage District equipment will be required to pay for the cost of replacement.

All District equipment must be returned at the end of the season or school year, as directed by the Teacher/Coach/Sponsor/Director. Exceptions would be for musical instruments loaned over the summer.

Individually owned equipment is the sole responsibility of the student; CCISD will not be responsible for any loss or damage that occurs to student-owned equipment.

If uniforms are required for an activity/organization, the student shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, competition, or game/tournament. A fee for the maintenance, dry cleaning, or laundering of the uniform may be collected.

## TRAVEL

Students who have the opportunity to travel in connection with the CCISD extracurricular activity/organization are representatives of the District and must exhibit exemplary behavior at all times.

Students who dress or act inappropriately while traveling to or from a CCISD activity may be suspended or removed from the activity or organization, depending upon the nature of the misconduct, as in accordance with CCISD [FMG \(REGULATION\)](#). When feasible, such action should be taken in consultation with the principal and is subject to review under CCISD Board Policy [FM\(LOCAL\)](#).

All students who participate in school-sponsored trips are required to ride in transportation provided by the school to

and from the event. An exception would be made if the student's parent or guardian personally requests that the student be allowed to ride to/from the event with the parent, guardian, and other adult. In this event, an Alternative Travel Form, [FMG\(EXHIBIT C\)](#), will be completed and signed by the parents and submitted to the sponsor one day in advance of the event. Students with a valid Texas Drivers License are permitted to drive themselves, but are prohibited from transporting another student.

Students involved in travel shall:

- Be on time for all trips;
- Dress neatly and in compliance with the District dress code and grooming;
- Be on their best behavior in restaurants and hotels;
- Care for any equipment assigned to the student and return it to the proper storage location upon return to the school;
- Be on their best behavior while on the bus or other vehicle; and promptly obey all instructions given by the Teacher/Coach/Sponsor/Director or any adult chaperone.

## GENERAL RULES OF CONDUCT

Students who participate in extracurricular activities shall comply with the following rules of conduct at all times. This includes conduct on or off campus, while participating in an activity or not, holidays, summer, and weekends during the school calendar year.

- Show respect for CCISD officials and staff;
- Participate in every practice, competition, performance, game, tournament, and event required by the Teacher/Coach/Sponsor/Director, unless the Teacher/Coach/Sponsor/Director has granted an excused absence;
- Arrive promptly, properly attired, for every practice, competition, game, tournament, etc., unless the Teacher/Coach/Sponsor/Director has granted an excused absence/tardy;
- Adhere to the grooming standards as established by the individual activity sponsor's code of conduct.
- Demonstrate a sportsmanlike behavior;
- Demonstrate a positive attitude
- Be polite to others
- Exemplify honesty in all school work;
- Maintain good conduct grades in their classes.



- Demonstrate appropriate behavior while engaged in school-related travel.

After consultation with the principal, students who receive poor conduct grades in class may also be subject to suspension or dismissal from extracurricular activities. Any such action is subject to review under this regulation.

**ATTENDANCE AND TARDIES**

Students engaged in extracurricular activities are expected to participate in all practices, performances, competitions, games, tournaments, and other events identified by the Teacher/Coach/Sponsor/Director. Times for required practices, performances, competitions, games, tournaments, etc., will be identified by the beginning of the athletic season, each semester for fine arts, or the beginning of the program activity season.

**EXTRACURRICULAR ACTIVITY CONFLICTS**

**ACTIVITIES SPONSORED BY CCISD**

In the case of a conflict between CCISD sponsored student activities, extracurricular or otherwise, Teachers/Coaches/Sponsors/Directors will work together to accommodate the student to participate in all activities to the extent possible. UIL and other CCISD sponsored performances, games, or competitions will take precedence over clinics and/or practices. Students involved in multiple CCISD sponsored activities shall not be penalized by a grade reduction or limitation on further participation based upon such a conflict.

**ACTIVITIES SPONSORED BY OUTSIDE ORGANIZATIONS**

In the case of a conflict between CCISD-sponsored student activities and student activities sponsored by outside organizations, UIL and other CCISD sponsored performances, games, competition, clinics and/or practices will take precedence over the activity sponsored by the outside organization. Absences or tardies to CCISD extracurricular activities due to schedule conflicts with activities sponsored by outside organizations will be unexcused. Consequences for unexcused absences or tardies due to participation in outside organizations will be at the discretion of the CCISD Teacher /Coach/Sponsor/ Director.

**EXTRACURRICULAR**

For participation in an extracurricular activity sponsored or sanctioned by the District, UIL, or an organization sanctioned

ABSENCES IN A  
SCHOOL YEAR

by the Board, the District shall allow a student a maximum of seventeen absences. [[FM\(LOCAL\)](#)]

PARTICIPATION IN  
ACTIVITIES THE DAY  
OF AN ABSENCE  
FROM SCHOOL

Students must be in attendance for at least half of the school day in order to practice after school that day or participate in an extracurricular activity that day/night. A written note in accordance with [FEB\(REGULATION\)](#) as outlined in the Parent/Student Handbook must be submitted to the Teacher/Coach/Sponsor/Director. The principal may waive this policy as appropriate. [[FEB\(REGULATION\)](#)]

Students who fail to appear for a scheduled event without a written excuse from the student's parent will be prohibited from participating in the next scheduled activity. Students' absences from extracurricular activities shall be excused for only those reasons set forth by the Teacher/Coach/Sponsor/Director. Excessive unexcused absences may result in suspension or dismissal from the activity/organization. Such decisions shall be made in consultation with the campus principal and are subject to appeal. The principal shall make all final disciplinary action decisions. [[FM\(LOCAL\)](#)].

Students with injuries will be allowed to attend any practice, performance, game, or other event relating to the activity/organization and allowed to participate only to the extent authorized by written order of the student's physician.

Students should make every effort to schedule health care appointments at times that will not interfere with school or extracurricular activity participation. If a conflict is unavoidable, the student shall inform the Teacher/Coach/Sponsor/Director prior to the appointment and provide written documentation, acceptable to the Teacher/Coach/Sponsor/Director, of the appointment. The note shall be signed by the student's parent or, if the student is 18 or older or is an emancipated minor, by the student.

REHEARSALS,  
PRACTICE, AND  
CAMPUS RECORDING

Practice involving students from more than one building at any time shall have the written approval of the principal of the campus of the student.

Students assembled for practice, rehearsal, or recording a program, or for any other purpose outside their own building, shall first have the project approved in writing by the principal.

Students participating in rehearsals or practice sessions of any kind within their own building shall terminate such activities no later than 10:00 p.m.

**DISCIPLINARY  
INFRACTIONS AND  
LOSS OF  
EXTRACURRICULAR  
PRIVILEGES**

In addition to obeying rules set forth in the CCISD Student Code of Conduct, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the student by the activity's Teacher/Coach/Sponsor/Director, a student in grades 6 through 12 participating in any CCISD extracurricular activity shall comply with the Extracurricular Student Activities Code of Conduct and will be disciplined as outlined below: Students must comply with the expectations set forth by the extracurricular activity's constitution, handbook, rule book, and/or regulations, if any.

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

**A. General Misconduct Guidelines**

Students participating in extracurricular activities are prohibited from the following behaviors as outlined in the CCISD Student Code of Conduct:

**Behaviors**

Students are prohibited from:

1. Leaving school grounds or school-sponsored events without permission of the appropriate school official.
2. Disobeying school rules related to conduct on school buses.
3. Failing to comply with lawful directives given by school personnel thus the failure results in insubordination.
4. Public display of affection while in uniform.
5. Possessing, smoking, or using tobacco products.
6. Behaving in any way that disrupts the school environment or educational process.
7. Violating safety rules.
8. Violating dress and grooming standards.
9. Violating other communicated campus or classroom standards behavior.

10. Being in facilities designated for the opposite sex, or in facilities designated as Faculty Only, Janitorial Only, or Custodial Only, or other restricted areas.
11. Display or use of cell phone or other technology devices at any time not approved by campus.
12. Loitering in the parking lot or school grounds.
13. Participating in any unsportsmanlike or inappropriate communication using social media, such as taunting or harassment.

**Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

**Accounting of Suspension Days:**

Days of suspension will be counted as calendar days beginning the first day of school through the last day of school. For UIL activities that begin or end in the summer, days will be counted from the first Monday in August and end on the last day of the activity in June.

**Any Offense:** Sponsors of extracurricular activities apply discipline management techniques as appropriate.

**B. Removal from the Regular Education Setting**

Students participating in extracurricular activities are prohibited from the following behaviors as outlined in the CCISD Student Code of Conduct:

**1. Behaviors resulting in In-School Suspension**

**Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

Any student removed from the regular educational setting and assigned to In-School Suspension, shall be suspended from all extracurricular activities immediately pending an investigation.

This action should not be considered a presumption of guilt, but rather it affords the accused student the time and opportunity to clear his or her name. The student may be allowed to remain in the activity as a suspended member, but will not be allowed to represent his/her school in any public manner while under this suspension.

a) Upon receipt by the principal of a credible report concerning a possible serious misconduct violation, an investigation will be conducted.

b) After the investigation, the sponsor and principal will confer and recommend one of the following actions:

- 1) Terminate the investigation.
- 2) Release the suspension, or
- 3) Order Suspension as outlined below:

- 1<sup>st</sup> Offense: The student shall be suspended from participation for the term of the suspension.
- 2<sup>nd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 5 calendar days.
- 3<sup>rd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 10 calendar days.

c) The principal shall make all final disciplinary action decisions. The principal's decision regarding extracurricular participation may not be appealed

## **2. Behaviors Resulting in Out-of-School Suspension**

### **Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

Any student removed from the regular educational setting and assigned to Out-of-School Suspension shall be suspended from all extracurricular activities immediately pending an investigation.

This action should not be considered a presumption of guilt, but rather it affords the accused student the time and opportunity to clear his or her name. The student may be allowed to remain in the activity as a suspended member, but will not be allowed to represent his/her school in any public manner while under this suspension.

- a) Upon receipt by the principal of a credible report concerning a possible serious misconduct violation, an investigation will be conducted.
- b) After the investigation, the sponsor and principal will confer and recommend one of the following actions:
  - 1) Terminate the investigation.
  - 2) Release the suspension, or
  - 3) Order Suspension as outlined below:
    - 1<sup>st</sup> Offense: Out-of-School Suspension: The student shall be suspended from further participation for the term of the suspension.
    - 2<sup>nd</sup> Offense: Out-of-School Suspension: The student shall be suspended from further participation in all extracurricular activities for 10 calendar days.
    - 3<sup>rd</sup> Offense: Out-of-School Suspension: The student shall be suspended from participation in all extracurricular activities for 30 calendar days.
- c) The principal shall make all final disciplinary action decisions. The principal's decision regarding extracurricular participation may not be appealed.

### **3. Behaviors resulting in Discretionary Disciplinary AEP Assignment**

#### **Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

Any student removed from the regular educational setting and assigned to DAEP shall be suspended from all extracurricular activities immediately pending an investigation.

This action should not be considered a presumption of guilt, but rather it affords the accused student the time and opportunity to clear his or her name. The student may be allowed to remain in the activity as a suspended member, but will not be allowed to represent his/her school in any public manner while under this suspension.

- a) Upon receipt by the principal of a written and signed statement concerning a possible serious misconduct violation, an investigation will be conducted.
- b) After the investigation, the sponsor and principal will confer and recommend one of the following actions.
  - 1) Terminate the investigation.
  - 2) Release the suspension.
  - 3) Order Suspension or dismissal as outlined

**Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

- 1<sup>st</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 30 calendar days after returning from AEP.
- 2<sup>nd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 60 calendar days after returning from AEP.
- 3<sup>rd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 90 calendar days after returning from AEP.

- c) The principal shall make all final disciplinary action decisions. The principal's decision regarding extracurricular participation may not be appealed.

#### **4. Behaviors resulting in Mandatory Disciplinary AEP Assignment, Discretionary Expulsion from School or Mandatory Expulsion from School**

##### **Action Taken:**

Disciplinary action as outlined below represents the minimum consequences that may be administered. Each individual activity code of conduct may prescribe stricter consequences.

Any student removed from the regular educational setting and assigned to DAEP for a mandatory reason or expelled from school shall be suspended from all extracurricular activities immediately pending an investigation.

This action should not be considered a presumption of guilt, but rather it affords the accused student the time and opportunity to clear his or her name. The student may be allowed to remain in the activity as a suspended member, but will not be allowed to represent his/her school in any public manner while under this suspension.

- a) Upon receipt by the principal of a credible report concerning a possible serious misconduct violation, an investigation will be conducted.
- b) After the investigation, the sponsor and principal will confer and recommend one of the following actions.
  - 1) Terminate the investigation.
  - 2) Release the suspension.
  - 3) Order suspension or dismissal as outlined below:
    - 1<sup>st</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 60 calendar days after returning from AEP.
    - 2<sup>nd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 90 calendar days after returning from AEP.
    - 3<sup>rd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for one (1) calendar year.



- c) The principal shall make all final disciplinary action decisions. The principal's decision regarding extracurricular participation may not be appealed.

## OFF-CAMPUS VIOLATIONS

As representatives of CCISD, students who participate in extracurricular activities are expected to demonstrate exemplary behavior whether at school or away and at all times. The behavior of the individual is a reflection of the team or organization and will therefore affect the individual's eligibility to participate and/or represent the team or organization. Therefore, students involved in CCISD extracurricular activities are prohibited from the following:

- a) Using, possessing, or being under the influence of an alcoholic beverage;
- b) Using, possessing, or being under the influence of a controlled substance, illegal or dangerous drug, abuseable glue, aerosol paint, or any other mood-altering drug;
- c) Theft or stealing;
- d) Lewd, disruptive, or other offensive conduct that offends or affronts school district standards of propriety;
- e) Engaging in conduct that contains the elements of any criminal offense identified in state or federal law, with the exception of minor traffic offenses;
- f) Any arrest by a law enforcement official.

### **Action Taken:**

Disciplinary actions as outlined below are the consequences that will be administered.

Any student who is alleged to be in violation of the prohibited activities outlined in (a) – (f) shall be suspended from all extracurricular activities immediately pending an investigation.

This action should not be considered a presumption of guilt, but rather it affords the accused student the time and opportunity to clear his or her name. The student may be allowed to remain in the activity as a suspended member,

but will not be allowed to represent his/her school in any public manner while under this suspension.

- a) Upon receipt by the principal of a credible report concerning a possible violation of the prohibited activities outlined in (a)-(f) above, an investigation will be conducted.
- b) After the investigation, the sponsor and principal will confer and recommend one of the following actions:
  - 1) Terminate the investigation.
  - 2) Release the suspension, or
  - 3) Order Suspension or dismissal as outlined below:
    - 1<sup>st</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 60 calendar days.
    - 2<sup>nd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for 90 calendar days.
    - 3<sup>rd</sup> Offense: Suspension: The student shall be suspended from further participation in all extracurricular activities for one (1) calendar year.
- c) The principal shall make all final disciplinary action decisions. The principal's decision regarding extracurricular participation may not be appealed.

#### STATEMENT OF TRANSFER

Any student transferring within or from outside the Clear Creek Independent School District, who is under suspension, investigation, or who has been found guilty of violating the Extracurricular Student Activities Code of Conduct will be assessed the same penalties as prescribed by the campus in which the infraction occurred. (Refer to UIL guidelines regarding eligibility on transfer.)

## **Fees**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and certain fees may be required. Certain fees can be charged legally and the purchase of certain supplies required. Any such fees or requirements will be announced by the teacher at the beginning of the year or semester and may include:

- Club dues
- Security deposits
- Materials for a class project the student will keep
- Personal athletic equipment and apparel and personal physical education equipment
- VOLUNTARY purchases of pictures, publications, class rings, etc.
- Student insurance and insurance on school-owned instruments
- Instrument rental and uniform maintenance fees
- Parking fees and student identification cards
- Fees for damaged library books and school-owned equipment
- Replacement fees for replacement of lost or stolen school-owned equipment, instruments, or uniforms

Student cannot participate in extracurricular activities until all indebtedness is cleared.

## **Fire Drills and Other Disaster Procedures**

- Fire drills are held periodically. Follow announced plans at school.
- Tornado (with warning) - Follow announced plans at each school.
- Tornado (without warning) - Drop to the floor in place. Protect head. Avoid windows. Follow orders.
- Severe Weather - Follow instructions given by the principal.
- The following radio and television stations will announce any official emergency closing of school due to severe weather conditions:

KTRH -	740 AM Radio
KIKK -	95.7 FM Radio
KPRC -	Channel 2 TV
KHOU-	Channel 11 TV
KTRK -	Channel 13 TV
KNWS-	Channel 51 TV

- School closings and other emergency messages will be displayed on the District website at <http://www.ccisd.net/>

## **Fund Raising Activities**

Only student organizations approved by the school are permitted to sell products in the name of the school. Participation in any fund-raiser is strictly voluntary and students shall not be required to participate. Students shall not bring items to school for sale to raise money for groups not related to school. To comply with IRS regulations, individual student accounts are not allowed. All fundraising projects are subject to certain limitations. [See CCISD Board Policy [FJ\(LOCAL\)](#)].

## **Hall Passes**

Students must sign in and out on the campus mobility chart. Students out of any class must be in possession of a hall pass signed by the teacher. Time leaving class and returning to class will be noted on the pass.

## **Insurance**

The District offers low-cost accident insurance to students. Students or parents shall pay the premium for the coverage if they choose to participate. The District by law cannot purchase the coverage on the student's behalf. By declining the insurance offer or failing to respond to it or pay the premiums, the parent(s)/guardian(s) are accepting full responsibility for costs associated with a student's injury. The District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.

## **Electronic Resources**

### **Student Responsible Use Guidelines for Technology**

#### **Introduction**

Clear Creek 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 the benefits of 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/Parent Handbook* and the *Student Code of Conduct*.)

#### **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-filtered Internet access;
- Cloud-based instructional services (e.g. Office 365, itsLearning, Skyward); 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 as per these Responsible Use Guidelines and the Student/Parent Handbook for Student 1:1 Devices.

### **Access to Computer/Network/Internet**

Access to the District's electronic communications system, including the Internet, shall be made available to students for learning purposes. Access to the Internet via the District's network utilizes filtering software that is designed to block 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.

### **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 Google Apps for Education, the Microsoft Store, and Discovery Education. These tools can be accessed through the District's Webpage.

### **Use of District Issued and Personal Technology 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 has opened a filtered, wireless network through which students in specific age groups will be able to connect technology devices. Students using District-owned or personal technology devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Clear Creek ISD network.

### **Expectations for Use of School District Technological Resources**

Responsible use of school District technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

When utilizing District technology resources, students are expected to adhere to the following:

- Users will be personally responsible for the content accessed while connected to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service). The District is not responsible for content accessed in this manner.
- Users must back up data and other important files regularly.
- Those who use District-owned and maintained technologies to access the Internet at home are responsible for the set-up and cost of home internet service.

Students who are issued District-owned and maintained laptops must also follow these guidelines:

- Keep the laptop secure and damage free.
- Use the provided protective case at all times.
- Laptops should be charged each night.

- Do not loan out the laptop, charger or cords.
- Do not leave the laptop in your vehicle.
- Do not leave the laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity.
- Do not allow pets near the laptop.
- Do not place the laptop on the floor or on a sitting area such as a chair or couch.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of the tablet.
- When carried outside, the laptop must be protected from the environment in such a way to prevent rain, snow, ice, excessive heat, and/or cold from causing damage.
- Do not use the laptop near water, household chemicals, or other liquids that could damage its electronic components.

### **Care of Property**

Users of school District technology resources are expected to respect school District property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for laptops while under their control. The school District is responsible for any routine maintenance or standard repairs to school system computers.

### **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, and copy, modify, delete or disclose such files for any lawful 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 lawful purpose. Both District issued and personal technology 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.

### **Password Confidentiality**

Students and staff are required to maintain password confidentiality by not sharing their password with others. Use of another person's system account is prohibited.

### **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 technology device at school:**

- Internet access via the District's network is filtered by the District on personal technology devices in the same manner as District-owned equipment.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal technology 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.
- 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 technology device.
- Grades and assessment of student work will not require participation in the computer checkout program.
- Campus administrators and staff members have the right to prohibit use of devices at certain times, during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) or designated locations (restrooms and locker rooms) while students are on campus.
- An administrator may examine a student's personal technology 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 Settings**

Modifying or changing computer settings and/or internal or external configurations without permission from District personnel is prohibited.

## **Transmitting Confidential Information**

Users 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 student information about oneself or others, such as but not limited to: home addresses, phone numbers, email addresses, student ID numbers, and birthdates, 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-CCISD 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**

Unauthorized or inappropriate 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**

Deliberately causing 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. Students with parent consent will be issued accounts, which include e-mail, through a District-approved provider. 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, or student ID numbers 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.

### **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**

The Chief Technology Officer and/or building principal, may deny, revoke, or suspend computer/network/Internet access as necessary, 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 is designed to block 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.

## **Library Services**

Each library will announce its schedule for special services. Each high school library will be open at certain scheduled times other than during the regular school hours, as announced by the library.

## **Lockers**

Lockers may be provided for the students. Each student is responsible for the neatness and care of the locker assigned to the student. Periodic checks will be made on the lockers to see that each is as neat and clean as possible. Lockers are the property of the school and are provided to the students without charge. The lockers may be searched at any time by school officials. (See also "Searches and Interrogations," in Section IV.). Lockers may not be shared.

It is important that students keep textbooks, school supplies, and other possessions in their lockers. Do not give combinations to your friends. Locker combinations cannot be changed during the school year. Personal locks are not permitted unless authorized by campus administration.

## **Breakfast & Lunch**

The District participates in the National School Lunch Program and School Breakfast Program or a similar locally developed program that offers free and reduced price meals based on a student's financial need. Information can be obtained from the Director of the Child Nutrition Department. Paper applications for free and reduced meals may be obtained by requesting the form at the students' campus or from the Child Nutrition Office. These applications can take up to 10 business days for processing. For a faster response, parents may complete the application online at <https://mealbenefits.ccisd.net/Register.aspx>. A new application is required for the new school year and parents/guardians are encouraged to complete this process promptly to avoid any delay. Application information is kept confidential. Children who are approved for benefits are eligible to receive the same access to the "meal deal" at both breakfast and lunch as all other students. An application may be requested and submitted at any time during the school year if a family's financial situation changes.

A student may bring a lunch from home or purchase a lunch in the cafeteria. Parents may bring food for their child only and must adhere to any campus restrictions regarding the time and method of delivery. Students will eat in the cafeteria. Students are to walk to the cafeteria in an orderly manner. Cutting in line will be reason for disciplinary action. Students should find a table and be seated, and should not save places, move from table to table, or move chairs to another table. Students should respect other students' food and trays.

Elementary lunch periods are 30 minutes in length.

Elementary students are discouraged from bringing canned pudding or snack packs with metal tops. Knives and glass containers are prohibited. Children should be able to open their own lunch items.

Visiting is part of the lunch period relaxation, but being unduly noisy will not be allowed. Students should clean tables before leaving; take all utensils to designated areas; place all paper in the trash can; and return trays to the proper area.

## **CCISD Meal Account Regulation**

CCISD has established a charge limit on all student's meal accounts up to a negative balance of \$1.00 for meals only. A student's account may not go negative as a result of an a la carte purchase. Once a student's account becomes negative, an automated phone call and an email will be generated based on the information in Skyward. In the event a student's account will or has reach the maximum charge limit with the purchase of a meal, the student will be served an alternative meal at the elementary and intermediate levels. Payment of negative balances are the responsibility of the student and parent/guardian. Should there be an issue with the ability to repay the negative balance in a timely manner, you must contact the Child Nutrition Department in writing to set up a repayment plan.

To manage your student's meal account in a more efficient manner, we encourage you to use [www.schoolcafe.com](http://www.schoolcafe.com). This website allows you to make payments, set restrictions, set notifications and apply for meal benefits.

For a more detailed explanation of this regulation, please see [CO\(REGULATION\)](#).

## **Field Trips**

Field trips are intended to enhance or supplement the schools' instructional program. The school District requires parent permission and emergency information forms to be signed and returned before students are permitted to leave the campus.

Adult chaperones may ride school buses on field trips if space is available, but pre-school siblings are not allowed on District buses. In order to qualify as a chaperone, the adult must qualify through the Volunteer Online Application process.

Transportation of students in private vehicles driven by a parent, chaperone or employee is not recommended. Any request of this type requires advance approval from the principal.

## **Elementary School Parties**

Birthday parties are not held at school. Parents of a child celebrating a birthday may provide a nutritional snack or cupcakes for all students in the class. Based on growing concerns with food allergies, please consider providing store bought items with the nutritional information/ingredient label attached. Students may not distribute birthday party invitations in class unless every child receives one.

Classroom parties have been established by the Clear Creek ISD. The parties for elementary students may include the Winter Holiday Party, Valentine's Day, an Egg Hunt Party and End-of-Year Party. No other classroom parties or "special treats" are permitted without approval of the principal. Parent room representatives will contact volunteers regarding how you might assist with each party.

## **Pest Control**

The District periodically applies pesticides inside buildings. As part of our commitment to provide your child with a safe, pest-free learning environment, the Clear Creek Independent School District may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on Clear Creek Independent School District property are made only by trained and licensed technicians. Information regarding the application of pesticides is available from the IPM Coordinator, Jon Arbogast 281-924-8013 or [tarbogas@CCISD.NET](mailto:tarbogas@CCISD.NET).

## **Asbestos Management Plan**

The District is committed to providing a safe environment for all students. An accredited management planner has developed an asbestos management plan for each piece of District property. A copy of the District's management plan is kept at each campus and also in the Facilities & Planning Department office and is available for inspection during normal business hours.

## **Signs and Posters**

All signs and posters concerning school/non-school functions must be approved by the principal before they are posted. Persons putting up the signs and posters should remove the signs and posters when they are no longer current. Both school groups and non-school groups must seek approval from the campus principal to publicize events or activities. For more information on distribution of non-school literature, see CCISD Board Policies FNAA and GKDA.

## **Special Programs**

The District provides special programs for students such as Gifted and Talented, Bilingual/English Language Learner, Dyslexia, Special Education, 504 Services, and Pre-Kindergarten. A student or parent with questions about these programs should contact a school counselor. The coordinator of each program can answer questions about eligibility requirements, programs and services offered in the District or by other organizations. Each campus implements a Student Success Team/Committee to assist with the appropriate educational recommendations for these students.

- **Gifted and Talented Program**

The District's program for gifted and talented students is designed to serve those who perform or show potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment.

Testing for all students in grades 1-12 will occur in the fall. The deadline for referrals is October 1. Kindergarten students will be screened during the fall semester and students who qualify will be tested during the month of January. The deadline for referrals to participate in the kindergarten testing cycle is December 1. Referrals for all grade levels must be submitted in writing to the Gifted Program Office or to the GT Specialist on your child's campus. Students who are new to the District and have previously been in an established gifted program will be evaluated on an ongoing basis. Referrals for the program are accepted year-round with students being tested in the fall semester. No student may be tested more than twice in elementary school (K-5) or twice in secondary school (6-12). Private testing is accepted from approved psychologists only. Please contact the GT office for a list of approved professionals.

Referrals are accepted from the following: teachers, administrators, counselors, students, Special Education personnel, and parents/guardians. Criteria for selection includes both quantitative (cognitive skills tests) and qualitative (teacher recommendation, grades, portfolio samples) data. A Selection Committee of at least three trained professionals will examine the qualifications of each candidate and recommend appropriate placement. Participation is ongoing unless it is determined that the student is not benefiting from placement in the gifted program. Students who transfer into CCISD and were identified as gifted and talented in their former school may be reassessed based upon District standards. The CCISD gifted program does not offer an assessment program for students not enrolled in the District. The CCISD gifted program follows the guidelines of the Texas State Plan for the Education of Gifted and Talented Students. A Gifted and Talented Comprehensive Plan is available on the District website, at each campus, and at the Gifted Program Office.

- **English Language Learners**

Clear Creek Independent School District provides linguistic programming for students who are English language learners (ELLs). Linguistic programs include dual language/bilingual and English as a Second Language (ESL). ESL is provided in grades PK-12 at all campuses. Spanish dual language/bilingual is provided in grades PK-5 at five elementary campuses and in grades 6-8 at one intermediate campus. Additionally, Vietnamese bilingual is provided in grades PK-K at one elementary campus. Teachers of ELLs implement sheltered instruction methodologies and linguistic accommodations to support academic and language acquisition and when assessing students. Questions regarding linguistic programming may be directed to Tacy King, Director of Instructional Services for ELLs, 281-284-2564.

- **Students Who Have Learning Difficulties or Who Need Special Educational Services**

The Clear Creek Independent School District provides special educational services to students with disabilities as provided in the Individuals with Disabilities Education Act, 2004. The District has the duty to identify, refer, evaluate, and if the child is eligible, provide a free, appropriate public education to students who are disabled. If a child is experiencing learning difficulties, the parent may contact the person listed to learn about the District's overall general education referral or screening system for support options, including referral for a special education evaluation. Students having difficulty in the general education classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within 15 school days, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 45 school days of the date of the District receives the written consent. The District must give a copy of the report to the parent. After completion of the evaluation, the District has 30 calendar days to conduct an ARD meeting to review the results, determine eligibility, and prepare an IEP if the student is found eligible for services. If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of the rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities.

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation. For those students who are having difficulty in the regular classroom, schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of Districts to meet the needs of all struggling students.

A parent may request an evaluation for special education services at any time. If a parent makes a written request to a school district's Executive Director of Special Education or to a district administrative employee for an initial evaluation for special education services, the school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

**Note: A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating,**

**and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the District to respond within the 15 school-day timeline.**

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

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

Upon completion, the school must give you a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled "Parent's Guide to the Admission, Review, and Dismissal Process."

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project FIRST: <http://www.texasprojectfirst.org/>
- Partners Resource Network: <http://prntexas.org/>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Dr. Cynthia Short, Executive Director of Special Education, 281-284-7733 or by mail at Clear View High School, Special Ed Annex, 400 S. Walnut Street, Webster, Texas 77598.

- **Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504/Dyslexia Coordinator, Lisa Hardcastle, at 281-284-0078, or by mail at Clear View High School, Special Ed Annex, 400 S. Walnut Street, Webster, Texas 77598.

- **Dyslexia and Related Disorders**

If your child has experienced reading difficulties, you should first contact your child's teacher. Further concerns should be brought to the attention of the school counselor or assistant principal for information on the District's dyslexia program, and information regarding appropriate testing for reading disorders.

Copies of the CCISD Dyslexia Handbook are available to all parents at each campus. Questions regarding the District Dyslexia program may be directed to the Section 504/Dyslexia Coordinator.

- **Student Success Team**

If you are concerned about your child's performance in school, you should contact the assistant principal. He or she will refer your child to the Student Success Team (SST), which will address your concerns. The SST is made up of teachers, administrators, specialists, counselors and other District staff who will gather information regarding your child. This team can make recommendations for immediate interventions and additional evaluation if necessary. For additional information regarding the Student Success Team, please contact the Assistant Superintendent for Elementary or Secondary Education at 281-284-0000, or by mail at 2425 East Main Street, League City TX 77573.

- **Pre-Kindergarten**

Pre-Kindergarten classes are available at several elementary campuses. Eligible students must be three or four years of age by September 1 of the school year enrolled and must be limited English proficient; economically disadvantaged; homeless; in or have ever been in foster care in the state of Texas; or the child of a parent serving in the military, or the child of a parent injured or killed while serving in the military. Contact the Early Childhood Intake Center for more information 281-284-0330.

### **Student Identification Cards (Secondary Campuses Only)**

Secondary students are required to have an identification (ID) card with them at all times while on school property or while attending school-sponsored activities. During normal school hours, ID's shall be required to be worn and be visible. A student must present the card to purchase tickets and whenever requested by a school official.

### **Student/Parental Concerns (Non-disciplinary)**

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. For information not included in this handbook concerning complaints in those areas, see the principal.

A student or parent with a complaint regarding possible discrimination in any school program on the basis of gender should contact the principal or the District Title IX Coordinator.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education (or about the District's programs and services available to the student) should be brought to the Executive Director of Special Education, and the Section 504 Coordinator.

On all other matters, a student or parent who has a complaint/concern should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a formal written complaint form may be filed within fifteen (15) working days of the event or events causing the complaint. This form must be submitted to the Office of Policy and Legal Affairs. If the outcome of the formal conference with the principal is not satisfactory, a conference with the assistant superintendent can be requested within ten (10) working days following the response from the principal. If the outcome of the conference with the assistant superintendent is not satisfactory, a conference with the superintendent can be requested in writing within 10 working days of the response from the assistant superintendent. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees or a designated hearing officer, in accordance with Board policy [CCISD Board Policy [FNG\(LOCAL\)](#)].



All appeals must be in writing on the form provided by the District, submitted to the Office of Policy and Legal Affairs, stating the nature of the appeal and an expected outcome or remedy.

### **Lost /Stolen/Damaged Property**

The “Lost and Found” is located in the school office. Lost articles and books are to be turned in to the office. Items left outside lockers, in the halls, on the window ledges, and in other places of the school will be picked up and taken to the office. Please print your name in your coats, jackets, P.E. clothes, and other personal belongings. Unclaimed items may be disposed of at the end of the semester. Students are responsible for their own personal belongings while on campus or at a school-related or school-sponsored event. Students are discouraged from bringing or wearing expensive clothing, sunglasses, or jewelry to school. Clear Creek ISD is not responsible for personal items which are lost, damaged, or stolen.

### **Student Council**

Each school has its own constitution for Student Council operation. Check with your Student Council sponsor for details.

## **VIII. SAFETY AND SECURITY**

### **Campus Security**

The Clear Creek Independent School District contracts with the Galveston County Sheriff’s Department for services of liaison officers who are assigned to a school campus. The officers are licensed Texas peace officers and can exercise the powers of a peace officer, including the issuing of a citation to students, age 10 or older, on school property or at school activities. Citations may be issued for violating any statute of the Texas Penal Code including, but not limited to, disorderly conduct, fighting, abusive language, or severe classroom disruption. Liaison officers may question students without prior parent notification.

The school District also employs parking attendants for each of the high school campuses. The parking attendant assists the sheriff liaison officer by enforcing school policy in the parking areas.

### **Law Enforcement Agencies**

- **Questioning of Students**

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

- A. The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- B. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- C. The principal is not required to be present during the questioning or interview.

- **Students Taken Into Custody**

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

- A. To comply with the laws of arrest.
- B. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

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

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

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

- **Notification of Law Violations**

The District is required by state law to notify:

- A. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- B. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see CCISD Board Policy [GRA\(LEGAL\)](#)]

## **Child Protective Services**

By law the Child Protective Services Division of the Texas Department of Family and Protective Services has the authority under the Texas Family Code, Chapter 261, to do the following:

- Interview children (on a school campus) suspected of being abused or neglected, without prior notice to their parents.
- School personnel are not typically present for these interviews.
- Obtain a copy of the child's school records without parent's permission.
- Remove a child in an emergency situation without first obtaining a court order in certain narrowly defined emergency situations.

Sections 261.101 and 261.103 of the Texas Family Code require that any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall make such reports as are required by law to any local or State law enforcement agency or to the Children's Protective Services Division of the Texas Department of Family and Protective Services.

Section 261.106 of the Family Code states that a person who reports or assists in the investigation of a report of child abuse or neglect, other than a person reporting his own conduct or reporting in bad faith or with malice, is immune from any civil or criminal liability that might otherwise be incurred or imposed.

## **Dating Violence, Discrimination, Harassment, and Retaliation**

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District likewise prohibits harassment, including dating violence and bullying, as well as retaliation against anyone involved in the complaint process. [See CCISD Board Policy [FFH\(LOCAL\)](#)]

- **Dating Violence**

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

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

- **Discrimination**

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

- **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating.

- **Bullying**

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The District will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by clicking on the “See Something, Say Something” link on the CCISD homepage. [See CCISD Board Policy [FFI\(LOCAL\)](#) and [FFI\(LEGAL\)](#)]

- **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

- **Retaliation**

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

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

- **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other District employee. The report may be made by the student's parent. [See CCISD Board Policy [FFH\(LOCAL\)](#)]

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

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

- **Investigation of Report**

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

If a law enforcement or other regulatory agency notifies the District that it is investigating the matter and requests that the District delay its investigation, the District will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct.

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

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

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

A student or parent who is dissatisfied with the outcome of the investigation or the action taken may appeal in accordance with CCISD Board Policy [FNG\(LOCAL\)](#).

### **Wellness/Physical Education (P.E.) Guidelines**

Students in grades K-5 have physical education classes. For your child’s safety, it is recommended that the student wear tennis shoes. Most students find it helpful to keep a pair of shoes at school just for P.E. If a student is not to participate in P.E. or recess because of illness or injury, a note must be sent to the teacher and/or P.E. instructor. An excuse by a physician is necessary if the condition lasts more than three days and should state a specific date as to when they can resume all activities or with some restrictions.

PE Waiver (Secondary Campuses Only): Applications for a PE Waiver must be submitted to the athletic office by the last week of April of the previous school year to receive credit for the fall semester and by the end of the first week of December in the current year to receive credit for the spring semester. Waivers will not be granted for team sports at the intermediate level.

Students approved for PE Waivers may be assigned to a study period in place of Health Fitness as determined by each campus. See your counselor regarding the PE waiver requirements and process.

<h2><b>IX. CURRICULUM, GRADING AND REPORTING, AND PROMOTION REQUIREMENTS</b></h2>
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### **Curriculum Mastery**

Promotion, grade-level advancement, and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See District Policy EIE]

### **Standards for Mastery**

Mastery shall be determined as follows:

1. Course assignments and unit evaluations shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade for those courses with a numerical grading system.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit, nine-week, or semester exams. Mastery of at least 70 percent of the objectives shall be required for those courses with a numerical grading system. Mastery of the majority of the objectives is required for those grade levels utilizing standards based grading.

### **Promotion Requirements**

#### **Grade 2**

To be promoted from grade 1 to grade 2, a student shall demonstrate proficiency in language arts and mathematics.

**Grade 3**

To be promoted from grade 2 to grade 3, a student shall have an overall grade average of 70 or better on a scale of 100 in the subjects of language arts composite (the average of language arts and reading) and mathematics.

**Grades 4-6**

To be promoted to grades 4-6, a student shall have a grade average of 70 or better on a scale of 100 in the subjects of language arts composite (the average of language arts and reading) and mathematics, and an overall average of 70 or better in language arts composite, mathematics, science, and social studies. In addition to local standards for mastery and promotion, students in grades 5 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

**Grade 7**

To be promoted from grade 6 to grade 7, a student shall have a grade average of 70 or better on a scale of 100 in each of the subjects of language arts composite (the average of language arts and reading), mathematics, science, and social studies.

**Grade 8**

To be promoted from grade 7 to grade 8, a student shall have passed at least six full-year courses including language arts composite (the average of language arts and reading), mathematics, science, and social studies with an average in each course of 70 or better on a scale of 100. Two semester electives shall equal one full-year course.

**Grade 9**

To be promoted from grade 8 to grade 9, a student shall have passed at least six full-year courses including language arts, mathematics, science, and social studies with an average in each course of 70 or better on a scale of 100. Two semester electives shall equal one full-year course. In addition to local standards for mastery and promotion students in grade 8, beginning in 2008, must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

**Grades 10-12**

Mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade-level advancement for students in grades 10-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester with appropriate reclassification at mid-year for students who were retained or, as needed, in the spring semester for students who are eligible for graduation including early graduates.

Classification	Grade Level	Credits Earned
Sophomore	10 <sup>th</sup>	6
Junior	11 <sup>th</sup>	12
Senior	12 <sup>th</sup>	18

In addition to the promotion requirements placed on Grades 2-12, Grades 3, 5, and 8 must also meet the additional standards established by the State’s Student Success Initiative.

**Student Success Initiative:**

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

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the fifth and eighth grade State of Texas Assessments of Academic Readiness (STAAR) reading and mathematics tests to be promoted to sixth or ninth grade. The requirements also apply to students served by special education and English language learners (ELLs).

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

Changes in the mathematics curriculum will alter the SSI requirements for fifth and eighth graders taking the mathematics tests during the 2017-2018 school year. The grade placement committee will review the STAAR mathematics test, District student assessments, grades, anecdotal records, etc. to determine whether the student should be promoted or retained.

## **Secondary Course Offerings and Credit**

A complete listing of courses for intermediate and high school can be found on the District website [www.ccisd.net](http://www.ccisd.net). Course offerings are located in the Intermediate and High School Educational Planning Guides.

## **Grading and Reporting Procedures**

### **Grading and Reporting Procedures: Late Work, Homework, Tutorials, Make-Up Work**

See the Clear Creek ISD Instructional, Grading, and Reporting Procedures for all academic grading and assessment information. The Instructional, Grading, and Reporting Procedures may be accessed at [www.ccisd.net](http://www.ccisd.net).

Parents are encouraged to request a parent/teacher conference when concerns over grades arise. Parents may also regularly check Skyward Family Access for their child's progress.

The following are excerpts of relevance to this document:

### **Grading System and Report Cards**

Report cards are given at the end of each nine week grading period. It is the student's responsibility to deliver the Report Card to the parent/guardian (secondary Report Cards are mailed for the fourth nine weeks). Elementary Report Cards require a parent/guardian signature on the Report Card Folder.

All procedures for grading and reporting can be found in the Instructional, Grading, and Reporting Procedures on the District website [www.ccisd.net](http://www.ccisd.net).

### **Academic Dishonesty**

Academic dishonesty is defined in CCISD Board Policy [EIA\(LOCAL\)](#). Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be



based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

### **Behaviors Defined as Cheating**

- A. Giving or receiving information, looking on someone else's work, or allowing someone else to see one's work during an exam, test or quiz.
- B. Unauthorized receipt or distribution of exam, test or quiz contents, materials, or answer key.
- C. Use of unauthorized resources such as notes during an exam.
- D. Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- E. Copying work assigned to be done independently or letting others copy one's work.
- F. Plagiarism – Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

According to Plagiarism.org, to "plagiarize" means:

- *To steal and pass off (the ideas or words of another) as one's own.*
- *To use (another's production) without crediting the source.*
- *To commit literary theft.*
- *To present as new and original an idea or product derived from an existing source.*

*The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).*

*All of the following are considered plagiarism:*

- *turning in someone else's work as your own*
- *copying words or ideas from someone else without giving credit*
- *failing to put a quotation in quotation marks*
- *giving incorrect information about the source of a quotation*
- *changing words but copying the sentence structure of a source without giving credit*
- *copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)*

### **Semester Averaging (High School Course Work)**

TEKS-based high school course semesters will be averaged to calculate the overall yearly average for course credit implementing the following criteria:

- A. State of Texas TEKS-based high school courses from the Fall and Spring semester of the same academic year apply.
- B. Summer School and alternative delivery (e.g. on-line, correspondence, etc.) may not be considered for semester grade averaging.
- C. The attendance requirements or a waiver must be met.

Petition to be exempt from semester averaging must be made within one week of the notification of a failed semester.

## **Reteach and Retest/Reassess for Mastery**

### **Required Reteach**

- A. If 25% (50% for AP courses) or more of the students in a single preparation per teacher do not demonstrate mastery of the TEKS on a classroom test, the teacher will provide the opportunity for reteach and retest during class time to the students not demonstrating mastery using different methods of instruction. (9 Week Benchmark Tests, Semester Exams, and Final Exams are excluded).

### **Required Retest/Reassess for Mastery**

- A. The 25% (50% for AP) or more of the students who do not demonstrate mastery are re-evaluated after they are retaught or after activities are provided. Re-evaluation may include, but is not limited to, oral examination, special assignment sheets, special homework assignments, test corrections or a formal test.
- B. A student must score at least 70% on the reevaluation to demonstrate mastery of the Texas Essential Knowledge Skills. A grade of 70 is the maximum that can be earned on the reevaluation and is recorded to designate that mastery. If a student fails to demonstrate mastery on the re-evaluation of the TEKS, the higher of the two grades is recorded.

### **Other Opportunities for Reteach and Retest/Reassess**

- A. If less than 25% (50% for AP courses) of all the students in a single preparation per teacher do not demonstrate mastery, the teacher is not obligated to reteach and retest during class time. Tutorial time may be used for reteach.
- B. In the event of unusual circumstances, an individual student can ask for the opportunity for reteach and retest. This request will be evaluated by a committee of the teacher, department head, and curriculum principal. In case of disputes, the final decision rests with the head principal. The request for a retest should be made within one (1) week after the test has been returned.

## **Extended Instructional Programs [See CCISD Board Policy [EHDD\(LOCAL\)](#)]**

### **• Partnership Programs**

Eligible students may enroll in partnership programs with Texas colleges or universities in accordance with the agreement between the District and the college or university. These partnership programs may include:

- A. Award of high school credit only
- B. Award of concurrent course credit at community colleges
- C. Award of dual credit at universities
- D. Tech-prep programs
- E. Remedial or development instruction to pass TSIA.

Credit toward high school graduation for completed courses shall be earned in accordance with District regulations/guidelines.

### **• Other College Level Courses**

According to District criteria/guidelines, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is not in a partnership program with the District [See District Policy [EHDD\(LEGAL\)](#)].

- **Concurrent Enrollment**

High School students may be granted credit for college course(s) taken at approved institutions to fulfill units not required for high school graduation according to the following procedures:

- A. The student makes a written request to the principal or principal's designee that credit be given for a college course prior to enrollment in the course. The course(s) may be taken concurrently with high school courses during the summer or evening.
- B. The parent(s)/guardian(s) affirms in writing to the principal or principal's designee that the student has parental permission to take the college course(s).
- C. To obtain credit in year-long courses, such as English IV, a student must take both replacement semester college credit courses.
- D. The student pays all costs associated with taking the college course(s) and provides the District with an official college transcript showing the grade received. The grade must be a minimum of "C" to qualify for high school credit.

- **Dual Credit**

In a process called dual credit, students enrolled in grades 9-12 are eligible to be awarded credit toward high school graduation for completing college-level courses under the following provisions:

- A. Students must complete the guidelines and an endorsement form to receive approval before registering for the college courses. Endorsement forms are located in the counselor's office.
- B. Both the student and the parent/guardian must affirm this request.
- C. The student must provide the college with a copy of this endorsement.
- D. To obtain dual credit in year-long courses such as English IV, a student must take both replacement college dual credit courses.
- E. Courses may be taken at the high school during the school day, or at the college campus. The student must pay tuition, and all associated expenses as identified by the college. In order to receive the high school credit portion of dual credit, the course grade must be at least a "C".
- F. Students are responsible for providing an official transcript from the college to document courses passed and earned for credit toward high school graduation.

CCISD has agreements with College of the Mainland, and San Jacinto College for dual credit opportunities. College of the Mainland and San Jacinto College have different guidelines and criteria for admission. Adhering to the respective requirements is the student's responsibility.

CCISD has determined the courses for which dual credit is awarded. These courses provide advanced academic instruction beyond or in greater depth than the Texas Essential Knowledge and Skills (TEKS). All dual credit courses along with their college course counterpart can be found in the Educational Planning Guide.

## **Early Graduation**

Students may graduate in three (3) years under the guidance of their counselor. A written plan must be submitted to the counselor and approved to be considered for early graduation. All credits and graduation requirements must be completed by June of the designated senior year.

## **Correspondence Courses [See CCISD Board Policy [EHDE\(LEGAL\)](#)]**

Students in grades 8-12 may earn high school credits by correspondence. The courses must be taken from Texas Tech University or The University of Texas at Austin. These credits may be applied toward State graduation requirements. Students must make a written request to the principal or counselor prior to enrollment. Note: These courses will appear on the transcript but will not be included in GPA calculation.

## **Credit by Examination without Prior Instruction [See CCISD Board Policy [EHDC \(LOCAL\)](#)]**

Students have the opportunity to take an examination to earn credit for an academic course (provided an examination is available for the course) for which students have not had prior instruction. These exams will cover the regular curriculum and not the advanced-level curriculum. Students must receive an 80 or above on the examination to receive credit for the course. Most year-long courses have two (2) examinations and shall not be averaged together. Note: If the student passes a Credit by Examination for acceleration, per policy [EHDC\(LOCAL\)](#), the course(s) will appear on the transcript but will not be included in the GPA calculation. Please note that CBEs linked to an EOC course are not available for acceleration purposes.

District-wide testing: Examinations are administered four times each year: two times during the summer months (June and July), in the fall (November), and in the spring (February) at no cost to the student. Registration for fall testing is in August/September; registration for spring testing is in November; registration for June testing is in March/April; registration for July testing is in April /May.

Students must contact their campus counselor to register and/or to obtain more information regarding credit by examination for acceleration. Dates are subject to change.

Individual testing: Students may have the opportunity throughout the year to take a Credit by Examination without prior instruction at their own expense. A student may not take a Credit by Examination for a course in which he/she is currently enrolled or has received instruction.

The results of the Credit by Examination must be received by the student's counselor prior to the deadline for schedule change procedures, as outlined in the Educational Planning Guide.

Students interested in the Credit by Exam for individual testing may obtain more information from the following websites:

World Languages and Cultures:

[AAPPL Test Information](#)

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office/aappl>

[Online Tutorials for AAPPL](#)

<http://aapplcb.actfl.org/pages/Tutorials#students>

[AAPPL Tips](#)

<https://www.actfl.org/assessment-professional-development/assessments-the-actfl-testing-office/aappl/tips>

Content-Based Tests (does not include World Languages and Cultures):

[UT High School's Study Guides](#)

[https://highschool.utexas.edu/cbe\\_study\\_guides](https://highschool.utexas.edu/cbe_study_guides)

## **Credit by Examination with Prior Instruction [See CCISD Board Policy [EHDB \(LOCAL\)](#)]**

Students who have failed a course may recover credit for the course by passing a Credit by Examination, which assesses the Texas Essential Knowledge and Skills of the course. The failed course must be documented on the student's transcript prior to taking the examination for recovery credit. Students must make a written request to the principal or counselor prior to enrollment in a Credit by Examination for credit recovery. Students must receive a 70 or above on the examination to receive credit for the course. Note: These courses will appear on the transcript but will not be included in the GPA calculation.

## Schedule Changes

Schedule changes can have a significant impact on the calculation of the nine week average. For students with disabilities, special education courses are determined by the Admissions, Review, and Dismissal (ARD) committee. Student's schedules must coincide with ARD recommendations.

Schedule changes will be considered during the first 5 class days for the following reasons only:

1. Student is a senior not scheduled in a course needed for graduation.
2. Student has already earned credit for a course in which he/she is currently scheduled.
3. Student does not have the prerequisite(s) for a class listed on his/her schedule.
4. Student has previously failed course with the same teacher.
5. Student has been dismissed from a program where approval must be granted for placement.
6. Student does not have a full schedule.
7. Data entry error (no lunch, class listed twice, free period, etc.) has occurred.
8. Student needs remedial coursework for state assessment graduations requirements.
9. A class is listed that the student did not request.

## Course Level Changes

Course level changes will be considered at the first progress report and at the end of the first nine week grading period of the semester for each course that offers a different level of the same course. To be considered for a transfer from an Advanced Academic, Pre-AP, or AP course, the student must have made a sincere effort to succeed by attending tutorials, completing his/her work, and by conferencing with his/her teacher. The parent must conference with the teacher before a course level change will be considered. If these conditions are met and the student is earning less than a grade of 75 on the first progress report or at the end of the first nine week grading period, that student will be considered for a change. Space availability in the receiving course will be a consideration for a course level change.

1. Students approved for a level change at the first progress report into a non-weighted course (e.g. Pre-AP to on-level): The teacher of the new non-weighted course will insert the grade average recorded by the previous teacher, plus ten points, into all open assignments taken in the new course prior to the date of transfer.
2. Students approved for a level change at the end of the nine week grading period into a non-weighted course (e.g. Pre-AP to on-level): The teacher of the new non-weighted course will submit a grade change form adding 10 points to the first nine week grading period of the semester. UIL eligibility will be determined using the nine week grade prior to the level change. (i.e. the nine week average prior to adding the 10 points)
3. Students approved for a level change into a weighted course (e.g. AP to Pre-AP, on-level to Pre-AP): The teacher of the new weighted course will insert the grade average recorded by the previous teacher into all open assignments taken in the new course prior to the date of transfer. A level up will only be allowed until the first progress report.

**For Seniors Only:** The symbols W/P (withdrew passing) and W/F (withdrew failing) are used for students who withdraw from a class after the date for which a student may receive credit per [FEC\(LEGAL\)](#), including courses that do not offer a course level change. Grades recorded as W/P and W/F are included in the calculation of the GPA; however, no credit is awarded. No grade points (0) are awarded for the W/P or W/F grade (i.e., averaged as a "0"). Students must enroll in six high school classes if on a seven period day.

**Emergency Situations:** Students with disabilities who miss a significant amount of school for unavoidable emergency reasons may request consideration to drop a class with no academic repercussions through the Admission, Review, and Dismissal (ARD) or 504 process.

## **Scholarships**

Local scholarships, funded by community groups, are awarded each year. To become eligible for each scholarship, a student must complete the proper application form and submit it by the indicated deadline.

Students should visit the Naviance website, listen to announcements, check the appropriate bulletin boards, view the campus website, and visit their counselor for scholarship information.

## **Full-Time Students – High School Only**

A student must be enrolled in six (6) classes to be a full-time student.

## **Part-Time Students – High School Only**

Only fifth year seniors are eligible to be part-time students. As a part-time student, the student is ineligible for local honors (except scholarships) based on class rank or GPA. The student is also ineligible to compete in any UIL activities.

## **Attendance: Released Time [See CCISD Board Policy [FEF\(LOCAL\)](#)]**

Students are eligible to receive released time provided the student meets certain requirements. Seniors should consult the counselor for information and application forms. Released time is noncredit.

A released-time student must enroll in six (6) classes in CCISD and attend on a regular basis.

## **Homebound Students**

Homebound students may participate in Advanced Academic, Pre-AP, and/or AP classes unless deemed inappropriate by an ARD or 504 Committee.

## **Commencement Exercises**

A student shall:

- Have satisfactorily completed all coursework credit requirements for graduation;
- Have complied with the Student Code of Conduct and be in good standing in that respect;
- Have met all financial commitments to the school;
- Comply with the grooming code for students as well as any additional dress requirements established by the principal for the graduation ceremony;
- Have resolved any appeal related to loss of credit if that credit is required for graduation.
- Have passed all sections of the exit level EOC exams. [See Policy [FMH\(LOCAL\)](#) for details.]

Students shall have satisfactorily completed all requirements as outlined above and shall meet all state and local graduation requirements, including all applicable exit-level testing.

## **Local School Health Advisory Council and Health Education Instruction**

- In accordance with CCISD Board Policy [BDF\(LEGAL\)](#), CCISD Board Policy [EHAA\(LEGAL\)](#), and §28.004 of the Texas Education Code the Board of Trustees has adopted and enforces said policies to ensure that all elementary, middle school, and junior high school students engage in at least 30 minutes per school day or 135 minutes per school week of physical activity.

- Local School Health Advisory Council

A. The Clear Creek ISD School Health Advisory Council is appointed annually by the Board of Trustees and meets four times each year.

- B. The District has adopted and enforces CCISD Board Policy [BDF\(LEGAL\)](#), CCISD Board Policy [EHAA\(LEGAL\)](#) to ensure that District campuses comply with agency vending machine and food service guidelines for restricting student access to vending machines.

The District has adopted and enforces CCISD Board Policy [BDF\(LEGAL\)](#) which outlines penalties for the use of tobacco products by students and others on school campuses or at school-sponsored or school-related activities. A person under the age of 18, who possesses, purchases, consumes, or accepts cigarette or tobacco products violates the Texas MIP Tobacco Law and may be cited for Minor In Possession. The offense is a Class C misdemeanor and is punishable by a fine not to exceed \$250. Additional penalties include an 8 hour Tobacco Awareness Class; 8-12 hours of tobacco-related community service; and a six-month delay or loss of driver’s license.

**X. ACADEMIC ACHIEVEMENT RECORD (High School Only)**

**Transcripts**

A student’s academic achievement record (transcript) is not an OFFICIAL RECORD unless it is delivered by the Superintendent’s designee (Registrar) directly to the requesting agency or to the approved agency designated by the individual.

**Transfer of Credit**

High School students who transfer from a [non-accredited public, private, or parochial school, including home schooling and foreign schools], may validate credits, which apply toward graduation requirements. In order to validate the credits, the student must choose one of the two options below and provide a transcript, for each course completed:

- I. Pass District-approved examinations with a score of at least 70.

Credit by Examination will be awarded in each individual subject area per semester (1/2 credit. Coursework validated through Credit by Examination does not receive grade points. The cost of the examinations(s) is the student/parent’s responsibility. All Credit by Examination courses must be approved by a school administrator or counselor. A secondary student assessed by Credit by Examination will be given adequate time to prepare for the test, particularly if multiple subject examinations are required.

- II. Meet District and State curriculum requirements by successfully completing two (2) semesters of coursework according to the chart and requirements below:

Non-Accredited School Courses	District Sequential Course
English I	English II
English I & II	English III
English I, II, & III	English IV
Algebra I	Algebra II
Algebra I	AP Statistics
Geometry	Pre-Calculus
Algebra I, Geometry, Algebra II	Pre Cal
Algebra I, Geometry, Algebra II, Pre-Cal	AP Calculus
Biology	AP Biology
IPC	Chemistry & Physics

Chemistry	AP Chemistry
Physics	AP Physics
Other Language I	Other Language II
Other Language I & II	Other Language III
Other Language I, II, & III	Other Language IV
Social Studies courses	No Sequence Available

- A. Credit will be awarded upon validation of successful completion of the District sequential course with a grade of 70 or better.
- B. The sequential course is taken in a District school.
- C. Grades and grade points will be awarded per [EIC\(LOCAL\)](#).
- D. Exception: Successful completion of the second semester of a District, full-year course can be used to validate the first semester of the same full-year course.

In courses which do not appear on the chart, students must use option one above. If a student chooses option two above and is not successful, he/she may still choose option one. Students may not receive credit for home school courses taken concurrently while enrolled at a Clear Creek ISD school.



# CLEAR CREEK INDEPENDENT SCHOOL DISTRICT

## STUDENT CODE OF CONDUCT

### **Accessibility**

If you have difficulty accessing the information in this document because of disability, please contact the Director of Parent Assistance at 281-284-0173.

### **Purpose**

The Student Code of Conduct is the District's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

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

This Student Code of Conduct has been adopted by the CCISD Board of Trustees and developed with the advice of the District-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect during summer school and at all school-related events and activities outside the school year until an updated version adopted by the board becomes effective for the next school year.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Additionally, the Code will be posted on the District's web site. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

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

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

### **School District Authority and Jurisdiction**

#### **Campus Behavior Coordinator**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person is the principal of the campus who is primarily responsible for maintaining student discipline.

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:

- During the regular school day and while the student is going to and from school on District transportation;

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

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

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

In accordance with CCISD Board Policy [FO\(LOCAL\)](#) video/audio equipment may be used for safety purposes to monitor student behavior on buses and in common areas on District campuses.

### **Reporting Crimes**

The principal and other school administrators as appropriate shall report crimes as required by law and shall call a Galveston County Sheriff’s Department School Liaison Officer or other appropriate local law enforcement when an administrator suspects that a crime has been committed on campus.

### **“Parent” Defined**

Throughout the Code and related discipline policies, the term “parent” includes a parent, legal guardian or other person having lawful control of the student.

### **Participating in Graduation Activities**

The District has the right to limit a student’s participation in graduation activities for violations of district policies including, but not limited to, [FMH\(LOCAL\)](#) and [EIC\(LOCAL\)](#).

### **Unauthorized Persons**

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

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

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with [FNG\(LOCAL\)](#) or [GF\(LOCAL\)](#), as appropriate.

See **DAEP—Restrictions During Placement**, for information regarding a student assigned to DAEP at the time of graduation.

## **Enforcement of Student Code of Conduct**

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community and, when necessary, to protect students, school employees or property, and to maintain essential order and discipline. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, the effect of the misconduct on the school environment, whether the student acted in self-defense, intent or lack of intent at the time the student engaged in the conduct, a student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques listed as consequences for general misconduct violations. For these violations, a teacher is not required to make a Student Code of Conduct violation report, but the principal or principal's designee shall notify the parents as soon as feasible using the Disciplinary Referral Form.

## **General Expectations of Students**

Each student is expected to behave in a responsible manner by:

- A. Consciously participating in class and being supportive of an effective learning and teaching environment.
- B. Demonstrating courtesy and respect for others.
- C. Attending all classes, regularly and on time.
- D. Preparing for each class; taking appropriate materials and assignments to class.
- E. Being well groomed and dressing appropriately as defined by the District and/or campus dress code.
- F. Obeying all campus and classroom rules.
- G. Respecting the rights and privileges of students, teachers, and other district staff and volunteers.
- H. Respecting the property of others, including district property and facilities.
- I. Cooperating with and assisting the school staff in maintaining safety, order, and discipline.
- J. Paying required fees and fines unless waived.
- K. Adhering to the requirements of the Student Code of Conduct and exhibiting the district's Core Values.

## **General Conduct Violations**

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

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

### **Academics**

See Page 109 (Secondary Honor Code – parent and student signatures required)

### **Disregard for Authority**

Students shall not:

- A. Fail to comply with directives given by school personnel (insubordination).

- B. Leave school grounds or school-sponsored events without permission of the appropriate school official.
- C. Disobey rules for conduct on district vehicles.
- D. Loiter in the parking lot or on school grounds.
- E. Refuse to accept discipline management techniques assigned by a teacher or principal.
- F. Be truant.

### **Mistreatment of Others**

Students shall not:

- A. Use profanity or make obscene gestures.
- B. Engage in physically aggressive behavior including but not limited to pushing, scuffling or fighting. (For assault see DAEP Placement and Expulsion)
- C. Threaten a student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- D. Engage in bullying, harassment, or making hit lists. (CCISD Board Policy [FFI\(LOCAL\)](#); See glossary for all three terms)
- E. Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, board member or volunteer. (CCISD Board Policy [FFH\(LOCAL\)](#))
- F. Engage in inappropriate or indecent exposure of private body parts.
- G. Engage in conduct that constitutes dating violence. (See glossary)
- H. Participate in hazing. (See glossary)
- I. Engage in name-calling, use racial slurs or make derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.
- J. Cause an individual to act through the use of or threat of force (coercion).
- K. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- L. Make written or verbal offensive or threatening remarks.
- M. Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- N. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.

### **Property Offenses**

Students shall not:

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

### **Possession of Prohibited Items**

Students shall not possess or use:

- A. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device.
- B. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
- C. a “look-alike” weapon.
- D. an air gun or BB gun.
- E. ammunition.

- F. \*a location-restricted knife.
- G. a hand instrument designed to cut or stab another by being thrown.
- H. \*a firearm
- I. a stun gun or taser.
- J. A pocketknife, or any other small knife.
- K. mace or pepper spray.
- L. pornographic material.
- M. tobacco products, including cigarettes, e-cigarettes and any component part or accessory for an e-cigarette device, vaping device and other smokeless products.
- N. matches or a lighter except as part of an instructional program.
- O. a laser pointer for other than an approved use.
- P. any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)
- Q. synthetic, herbal, or natural substances that may cause impairment.

\*For weapons and firearms, see DAEP Placement and Expulsion. In most circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

### **Possession of Telecommunications Devices**

Students shall not use a telecommunications device, including a cellular telephone or other electronic device in violation of district and campus rules or the Student Responsible Use Guidelines for Technology.

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

Students shall not:

- A. Possess, use, give, or sell alcohol or an illegal drug.
- B. Possess or sell seeds or pieces of marijuana in less than a usable amount.
- C. Possess, sell, give, consume or ingest marijuana or any prohibited substance in any form, including mixed with food or drink.
- D. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- E. Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- F. Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse”)
- G. Abuse over-the-counter drugs. (See glossary for “abuse”)
- H. Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence”)
- I. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.
- J. Possess, give, sell or use any item or substance that is used to simulate the effects or use of any illegal substance.
- K. Possess, give, sell or use items or substances not suitable for human consumption that are used to simulate the effects of illegal drug use.
- L. Be under the influence of any intoxicating or mind-altering substance.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- A. Violate the Student Responsible Use Guidelines for Technology, the District’s policies, and rules regarding technology use, or any agreements signed by the student or the student’s parent regarding the use of specific technology resources.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. Use e-mail or social media 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.

**Safety Transgressions**

Students shall not:

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

**Miscellaneous Offenses**

Students shall not:

- A. Violate dress and grooming standards as communicated in the student handbook.
- B. Cheat or copy the work of another. (See Secondary Honor Code page 109)
- C. Gamble on school property.
- D. Falsify records, passes, or other school-related documents.
- E. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- F. Engage in public displays of affection.
- G. Violate other communicated campus or classroom standards of behavior.
- H. Enter facilities designated for the opposite sex, or in facilities designed as Faculty Only Janitorial Only, or Custodial Only or other restricted areas.

Campus or classroom rules may be imposed in addition to those found in the Code. These rules may be posted in classrooms or distributed to students and may or may not constitute violations subject to disciplinary action under the Code of Conduct.

## **Discipline Management Techniques**

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, including restorative discipline practices. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense including misconduct in a vehicle owned or operated by the District (unless otherwise specified by law) may bring into consideration varying techniques and responses.

## **Students with Disabilities**

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

In accordance with the Education Code, a student who is enrolled in 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, the District will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## **Techniques**

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

- A. Verbal correction.
- B. Cooling-off time or "time-out".
- C. Phone calls to parents.
- D. Seating changes within the classroom or vehicles owned or operated by the District.
- E. Temporary confiscation of items that disrupt the educational process.
- F. Rewards or demerits.
- G. Behavioral contracts.
- H. Office or other assigned area referral.
- I. Counseling by teachers, counselors, or administrative personnel.
- J. Parent-teacher conferences.
- K. Parent-administrator conferences.
- L. Grade reductions for academic dishonesty, copying, allowing others to copy work, and/or plagiarism.
- M. Schedule change/removal from course or class.
- N. Community service with parental approval.
- O. Detention (either during the school day or outside the student school day). Transportation is the responsibility of the parent/guardian.
- P. Assigned school duties other than class tasks.
- Q. Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- R. Techniques or penalties identified in individual student organizations' extracurricular codes of conduct.
- S. Restriction or revocation of bus privileges of district transportation privileges.
- T. School-assessed and school-administered probation.

- U. In-school suspension or Out-of-school suspension, as specified in the Suspension section of this Code.
- V. Placement in a DAEP, as specified in the DAEP section of this Code.
- W. Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- X. Expulsion, as specified in the Expulsion section of this Code.
- Y. Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.
- Z. Other strategies and consequences as determined by school officials.

### **Notification**

The principal or other appropriate administrator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The principal or other appropriate administrator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the appropriate administrator shall send written notification by U.S. Mail. If the principal is not able to provide notice to the parent, the principal's designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

### **Appeals**

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate.

### **General Guidelines**

Offenses resulting in detention, In-School Suspension, and suspension from school may be appealed to the campus principal within 2 working days of the recommended disciplinary action. The decision of the principal is final and may not be appealed. Non-Juvenile Justice Disciplinary Alternative Educational Placement (e.g., DAEP) may be appealed to the appropriate assistant superintendent. The decision of the assistant superintendent is final and may not be appealed.

Offenses resulting in recommendations for expulsion and Juvenile Justice AEP may be appealed to the campus principal or principal's designee, the Superintendent of Schools or Superintendent's designee, the School Board or School Board's designee, and finally a district court.

### **Removal from the Regular Educational Setting**

Violation of classroom rules or general misconduct violations as outlined in the Student Code of Conduct will not necessarily result in the formal removal of the student from class or another placement, but may result in a routine referral to the principal or the principal's designee, or the use of any other discipline management technique.

If the student is referred to the principal or the principal's designee for disciplinary action, the principal or the principal's designee will make the decision on the appropriate disciplinary action. The principal or the principal's designee shall be sent a copy of the disciplinary referral by the teacher together with the disciplinary action taken, as soon as feasible after the student is sent to the principal or principal designee's office. A copy



of the completed disciplinary referral form will be returned to the teacher, a copy sent home with the student, and a copy placed in the student's disciplinary file.

### **Removal from the School Bus**

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the District's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student misbehavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with the law.

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal or other appropriate administrator may then employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom.

### **Formal Removal**

A teacher may also initiate a formal removal from class if:

- A. 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
- B. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

### **Procedure for Removal**

- A. If the violation results in removal, the principal or principal's designee will schedule a conference within three (3) school days with the student's parent, the teacher, and the student.
- B. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to his/her regular classroom before the conference.
- C. After the conference, the principal or principal's designee will notify the student and parents of the consequences of the Student Code of Conduct violation.
- D. When a student is removed from the regular classroom and a conference with parents or a hearing is pending, the principal or principal's designee may place a student in:
  1. Another appropriate classroom.
  2. In-School Suspension.
  3. A DAEP.
  4. Suspension for a maximum of three (3) days provided the behavior could result in placement in a DAEP.

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.

- E. 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.

- F. 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.

### **In-School Suspension (ISS)**

Disciplinary action resulting in ISS placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude or disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, and the effect of the misconduct on the school environment. . In deciding whether to place a student in ISS, the District will take into consideration whether the student acted in self-defense, intent or lack of intent at the time the student engaged in the conduct, and the student's disciplinary history.

### **Behaviors Resulting in ISS**

A student may be assigned to ISS if the student commits any of the following offenses on school property, or while attending a school-sponsored or school-related activity on or off school property.

- A. Academic dishonesty or copying the work of another, or allowing others to copy work. In addition, academic dishonesty or copying will result in a grade of zero (0). The Secondary Honor Code will apply for violations of academic dishonesty on major grades and may result in further consequences.
- B. Taking, displaying, or disseminating inappropriate or unauthorized pictures, photos, or drawings.
- C. Dress Code violations.
- D. Using profanity, vulgar language, or inappropriate obscene gestures, pictures, photos, or drawings
- E. Physically aggressive behavior such as, but not limited to, pushing, scuffling, or fighting **that** is not defined as assault under Texas Penal Code §22.01(a)(1). Fighting may also result in charges being filed. (The offense of assault under Texas Penal Code §22.01(a)(1) is addressed later in the Student Code of Conduct.)
- F. Stealing from students, staff, or the school.
- G. Damaging or vandalizing property owned by others. (Also, may be required to make restitution.) Depending upon the seriousness of the damage, the student may be expelled.
- H. Possession of fireworks, matches, stun guns, tasers or shocking devices (pens, lighters, etc.).
- I. Trespassing on school property, e.g. being on campus or in a school building at night, without a school official or when suspended, expelled or removed to another campus.
- J. Hazing as defined by Board Policy [FNCC\(LEGAL\)](#) and the Education Code, Section 37.151.
- K. Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence.
- L. Insubordination.
- M. Aggressive, disruptive action or group demonstration that school officials believe does or may substantially disrupt or materially interfere with the school program, school activities, or incites violence. (This may also result in a citation.)
- N. Falsification of records, passes, or other school-related documents including, but not limited to, computer hacking, theft of, or misuse of software.
- O. Smoking, vaping, use of, or possession of tobacco products, including cigarettes, e-cigarettes and any component part or accessory for an e-cigarette or vaping device and other smokeless products.
- P. Possession of chemical stink/smoke bombs, pepper spray, or any pyrotechnic device.
- Q. Repeated general misconduct violations. (The District defines "repeated" to be 2 or more infractions of the general misconduct violations. These may be different violations or repeated violations of the same offense.)
- R. Gambling on school property.
- S. Truancy.
- T. Written or verbal offensive or threatening remarks.

- U. Bullying, harassment, or making hit lists, including off campus and online activity if it results in a substantial disruption of the educational environment.
- V. Violating technology use policies, rules, or agreements.
- W. Attempting to access or circumvent passwords or other security-related information of the District, students, or employees or uploading or creating computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- X. Attempting to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Y. Using 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.
- Z. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- AA. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### **Process for Assigning ISS**

- A. Inform student of accusations and provide an opportunity for student to present his/her side.
- B. Investigate as necessary.
- C. Decide upon the innocence or guilt of the student.
- D. If guilty, decide on the number of days to be assigned to ISS and inform student verbally and in writing.
- E. Written notice sent home to parent with student.
- F. Telephone call to parent.
- G. Student's counselor notified.
- H. Student's teachers are notified so that the lessons may be provided to ISS.
- I. Student brings all books to ISS.
- J. Upon finishing (completing) ISS, student receives completion form from ISS teachers or person responsible for ISS. Student meets with principal or assistant principal. Principal or assistant principal conferences with student who signs completion form. Student shows each teacher his completion form as he/she returns to each class.

### **Length of Assignment to ISS**

The minimum length of assignment to ISS shall be one day and the maximum ten days per offense, unless the student commits a violation of the ISS rules or the Student Code of Conduct while assigned to ISS. This could result in the assignment of additional days to a maximum of ten days, suspension from school, or assignment to a disciplinary alternative education program, depending upon the seriousness of the offense.

### **Sanctions**

A student who has been assigned to ISS may not participate in nor attend school-sponsored or school-related activities or extracurricular activities during the period of assignment.

### **Continuation of Coursework**

If a student is removed from the regular classroom and placed in in-school suspension or another setting other than a disciplinary alternative education program, the District shall offer the student the opportunity to complete, before the beginning of the next school year, each course in which the student was enrolled at the time of the removal. Such an opportunity may be provided by any method available, including a correspondence course, distance learning, or summer school.

## **Out-of-School Suspension**

### **Misconduct**

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

The District shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law.

A student in grade 2 or below shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

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

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

Disciplinary action resulting in suspension will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, and the effect of the misconduct on the school environment. In deciding whether to order out of school suspension, the District will take into consideration:

- whether the student acted in self-defense (see glossary)
- intent or lack of intent at the time the student engaged in the conduct,
- the student's disciplinary history, or
- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Process**

A student who is to be suspended shall be entitled to participate in an informal conference during which the principal or principal's designee will advise the student of the conduct with which he or she is charged and will give the student the opportunity to explain his or her version of the incident. If the principal or principal's designee believes the student has engaged in prohibited conduct, the student will be suspended from school. The duration of a student's suspension, which cannot exceed three (3) school days, will be determined by the principal or principal's designee. Parents will be notified in writing.

### **Length of Suspension**

State law allows a student to be suspended for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or school year. The principal or principal's designee shall set the length of the suspension from school. When a student is suspended, the student is expected to be under the supervision of the parent, guardian or other responsible adult.

## **Sanctions**

A student who has been suspended may not participate in or attend school-sponsored or school-related extracurricular and co-curricular activities during the period of suspension. Suspension from school is considered an excused absence. Students are to request makeup work when they return to school and will receive full credit for work missed if the work is made up in accordance with campus and classroom rules.

## **Disciplinary Alternative Education Program (DAEP)**

Disciplinary action resulting in DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude or disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, and the effect of the misconduct on the school environment. In deciding whether to place a student in DAEP, regardless of whether the action is "mandatory" or "discretionary," the District will take into consideration:

- whether the student acted in self-defense (see glossary)
- intent or lack of intent at the time the student engaged in the conduct,
- the student's disciplinary history, or
- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

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

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

A student may be placed in a DAEP if the student commits any of the following offenses on school property or while attending a school-sponsored or school-related activity on or off school property.

- A. Throwing objects that can cause bodily injury or property damage.
- B. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force.
- C. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct).
- D. Engaging in sexual contact.
- E. Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors, and the dissemination of sexually oriented materials.
- F. Possessing or selling look-alike drugs or weapons, stun guns, or items attempted to be passed off as drugs, weapons or contraband.
- G. Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school related event.
- H. Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.
- I. Possessing drug paraphernalia.
- J. Possessing, giving, selling, or using any item or substance that is used to simulate the effects or use of any illegal substance.
- K. Possessing, giving, selling, or using items or substances not suitable for human consumption that are used to simulate the effects of illegal drug use.
- L. Being under the influence of any intoxicating or mind-altering substance.
- M. Repeated misbehavior if a student, after being placed in ISS, continues to violate the Student Code of Conduct. (The District defines "repeated" to be 2 or more violations of the Student Code of Conduct in general or repeated occurrences of the same violations.)

- N. Engaging in conduct that constitutes criminal mischief that is not punishable as a felony.
- O. Possessing, distributing, or downloading pornographic materials.
- P. “Sexting” or sending via computer or telecommunication device nude or sexually graphic or suggestive images of oneself or another student if the conduct is not punishable as a felony.
- Q. Kidnapping which is not aggravated kidnapping (for aggravated kidnapping, see Expulsions).
- R. Being involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang: A gang is defined as “any group of two (2) or more persons whose purposes include the commission of illegal acts.” No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang; shall commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to, soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening any person; inciting other students to set with physical violence upon any other person.
- S. Being involved in a public-school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public-school fraternity, sorority, or secret society.
- T. Possessing of any razor or knife that does not meet the definition of location-restricted knife.
- U. Lighting or possession of fireworks or other objects.
- V. Repeated violations of possession, smoking, vaping, or use of tobacco, including electronic cigarettes, vaping devices and other smokeless products (“Repeated” meaning multiple violations).
- W. Repeated violations of physically aggressive behavior such as, but not limited to, pushing, scuffling, or fighting which is not defined as assault under Texas Penal Code §22.01(a)(1) (“Repeated” meaning multiple violations).
- X. Using chemical stink/smoke bombs, pepper spray, or other pyrotechnic device.
- Y. Possessing ammunition.
- Z. Constituting threat to the safety of the student body, staff or campus in general.
- AA. Bullying, harassment, or making hit lists, including off campus and online activity if it results in a substantial disruption of the educational environment.
- BB. Breach of computer security as defined by Texas Penal Code §33.02.
- CC. Disruption of a public performance or athletic event which includes but not limited to running onto the field, stage, or court during the event.

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

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

**Mandatory Placement: Misconduct That Requires DAEP Placement**

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

- A. Engages in conduct relating to a False Alarm or Report (including a bomb threat) or a terroristic threat involving a public school. [See Glossary]

- B. Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - 1. Engages in conduct punishable as a felony.
  - 2. Commits an assault (see glossary) under Texas Penal Code §22.01(a) (1).
  - 3. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense, as defined by Chapter 483, Texas Health and Safety Code.
  - 4. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - 5. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - 6. Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- C. Engages in expellable conduct and is between six and nine years of age.
- D. Commits a federal firearms violation and is younger than six years of age.
- E. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- F. Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  - 1. The student receives deferred prosecution (see glossary),
  - 2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  - 3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

**Sexual Assault and Campus Assignments**

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

**Process for Removal to a DAEP**

The Board delegates to the principal the authority to remove a student to a DAEP. The duration of a student’s placement in a DAEP will be determined by the principal as outlined above in this Code.

Within three (3) school days of receiving the Disciplinary Referral Form, the assistant principal will schedule a conference with the student’s parent, as well as the teacher and student, if deemed necessary. Until a hearing can be held, the assistant principal may place a student in:

- A. Another appropriate classroom;
- B. In-School Suspension; and/or
- C. Out-of-School Suspension for a maximum of three (3) days.

At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the District may hold the conference and make a placement decision regardless of whether the student or student's parents attend the conference.

If, after conducting the conference, the assistant principal believes that the student has engaged in conduct for which placement in a DAEP is an appropriate disciplinary sanction, the assistant principal shall inform the student and the student's parent(s) and issue the order to place the student in a DAEP in accordance with the Student Code of Conduct. A copy of the order shall be forwarded to the student and parent(s). If the period of placement is inconsistent with the guidelines in this Code regarding length of placement, the order must give notice of the inconsistency.

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

- A. The student's presence in the regular classroom or campus presents a danger of physical harm to the students or others; or,
- B. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

### **Review of Placement**

If a student's placement in a disciplinary alternative education program is to extend beyond 60 days or the end of the next grading period, whichever is earlier, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board of trustees of the school district or the board's designee, as provided by policy of the board of trustees of the District.

A student placed in a DAEP will be provided a review of the student's status by the principal or principal's designee at intervals not to exceed 120 days. At the review, the students or the student's parent(s)/guardian(s) shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. The student may not be returned to the classroom of the teacher who removed the student without the removing teacher's consent, unless it is determined that the removing teacher's class is the best or only alternative available.

### **Length of Placement**

#### **Students-Age Six Through Grade Five:**

The length of the assignment to a DAEP for a student age six through grade five will be determined by the principal based upon the seriousness of the offense, the disciplinary record of the student, the student's age, the student's attitude whether the student acted in self-defense, and the impact of the offense on the school environment. Below are the guidelines for length of assignment:

<u>Description</u>	<u>Length of Assignment</u>
Minimum	10 days
Normal	30 days
Maximum	Remainder of the semester*

\*Unless the offense occurs in the last six weeks of a semester, in which case the student may be assigned to DAEP until the end of the following semester.



**Students in Grades Six through Twelve:**

Assignments to a DAEP will vary depending upon the seriousness of the offense, the disciplinary record of the student, and/or the age of the student, the attitude of the student, whether the student acted in self-defense, and the impact of the offense on the school environment. The principal, in making the assignment, shall specify the length of the assignment. Below are the guidelines for length of an assignment:

<u>Description</u>	<u>Length of Assignment</u>
Minimum	30 days
Maximum	Remainder of the school year *

\*Unless the offense occurs in the last six weeks of the second semester of the school year, in which case the student may be assigned to DAEP until the end of the first semester of the following school year.

The limitations on the length of DAEP placement do not apply to a placement decision made based on certain serious offenses in accordance with Texas Education Code Section 37.0081,

**Appeals**

The decision of the assistant principal may be appealed to the principal by submitting a written letter of appeal to the principal within two (2) working days of receipt of the order of removal. The student shall report to the DAEP as scheduled while the appeals process is conducted. The decision of the principal may be appealed to the appropriate assistant superintendent by submitting a written letter of appeal to the assistant superintendent within two (2) days of receipt of the order of removal. The decision of the assistant superintendent is final and may not be appealed [See CCISD Board Policy [FOC\(LOCAL\)](#)]. Disciplinary consequences will not be deferred pending the outcome of an appeal.

**Restrictions During Placement**

A student placed in a DAEP may not participate in or attend any school-sponsored or school-related extracurricular or co-curricular activities during the period of his/her placement, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student’s IEP.

**Additional Misconduct**

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

**Notice of Criminal Proceedings**

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

- A. Prosecution of a student’s case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
- B. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

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

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

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

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

### **Withdrawal During Process**

When a student violates the District's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the District may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Continuation of Placement**

If a student enrolling in CCISD has been placed in a DAEP by another Texas school district, a Texas open-enrollment charter school, or an out-of-state school district, CCISD may continue the placement if the prior school provides CCISD with a copy of the placement order, and in the case of an out of state school district, that district placed the student in a DAEP for reasons that would also be reasons for such placement in CCISD. If an out-of-state district ordered placement for a period that exceeds one year, CCISD shall reduce the period of placement so that the aggregate period of removal does not exceed one year unless, after a review, the District determines that the student is a threat to the safety of other students or to District employees or extended placement is in the best interest of the student.

### **Continuation of Course Work**

The District is required to provide in its DAEP courses necessary to fulfill a student's high school graduation requirements. The District shall offer a student removed to a disciplinary alternative education program an opportunity to complete coursework necessary to fulfill the student's graduation requirements through any method available, including a correspondence course, distance learning, or summer school, free of charge.

Students enrolled in AA, Pre-AP or AP courses will be serviced at the regular level while assigned to Clear Path Alternative School. Upon return to their home campus, students will have a choice of remaining in the AA, Pre-AP or AP classes or be placed in a regular level instruction class.

Students enrolled in elective courses will have those courses serviced through work assigned from their home campus teacher while enrolled in Clear Path Alternative School. The home campus teacher will be responsible

for packaging assignments, projects, exams, etc., for a student assigned to CPAS and send it to CPAS. Staff at CPAS will monitor the work, projects, exam, etc., and return the work product to the home campus for their evaluation and assignment of grade.

### **Notice to Educators**

A principal shall inform each educator who has responsibility for or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in any violation listed in Texas Education Code 37.006 of the student's misconduct. Each educator shall keep this information confidential.

### **Placement and/or Expulsion for Certain Serious Offenses**

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

#### **Registered Sex Offenders**

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

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

If the student is not under any form of court supervision, the placement may be in 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:

- A. Threatens the safety of other students or teachers,
- B. Will be detrimental to the educational process, or
- C. Is not in the best interests of the District's students.

### **Review Committee**

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

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

### **Newly Enrolled Student**

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

### **Appeal**

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

### **Certain Felonies**

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

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

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

- A. The date on which the student's conduct occurred,
- B. The location at which the conduct occurred,
- C. Whether the conduct occurred while the student was enrolled in the District, or
- D. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

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

- A. Threatens the safety of other students or teachers,
- B. Will be detrimental to the educational process, or
- C. Is not in the best interest of the District's students.

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

### **Length of Placement**

The student is subject to the placement until:

- A. The student graduates from high school,
- B. The charges are dismissed or reduced to a misdemeanor offense, or
- C. The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

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

### **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is "mandatory" or "discretionary," the District will take into consideration whether the student acted in self-defense, intent or lack of intent at the time the student engaged in the conduct, the student's disciplinary history, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## Discretionary Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. (See DAEP Placement)

### A. Any Location

A student **may** be expelled for:

1. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
2. Inciting violence against a student through group bullying.
3. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
4. Conduct that contains the elements of assault under Penal Code §22.01(a) (1) in retaliation against a school employee or volunteer
5. Criminal mischief, if punishable as a felony.
6. Engaging in conduct that contains the elements of one of the following offenses against another student:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery
7. Breach of computer security (see glossary).
8. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### B. At School, Within 300 Feet, or at School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

1. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
2. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
3. Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
4. Engaging in conduct that contains the elements of assault under Section 22.01(a) (1) against an employee or a volunteer.
5. Engaging in deadly conduct. (See glossary)

### C. Within 300 Feet of School

A student **may** be expelled for engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

1. Aggravated assault, sexual assault, or aggravated sexual assault.
2. Arson. (See glossary)
3. Murder, capital murder, or criminal attempt to commit murder or capital murder.
4. Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.

5. Continuous sexual abuse of a young child or children.
6. Felony drug- or alcohol-related offense.
7. Carrying on or about the student's person a handgun, a location-restricted knife, or a club, as these terms are defined by state law. (See glossary)
8. Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon as defined by state law. (See glossary)
9. Possession of a firearm as defined by federal law. (See glossary)

**D. Property of Another District**

A student **may** be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

**E. While in DAEP**

A student **may** be expelled for engaging in documented serious misbehavior that violates the District's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

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

**Mandatory Expulsion: Misconduct That Requires Expulsion**

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

1. Federal Law
 

Bringing to school or possessing at school, including any setting that is under the District's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. (See glossary.)
2. Texas Penal Code or Board Policy
 

Carrying on or about the student's person the following, as defined by the Texas Penal Code:

  - a. A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand.
  - b. A location-restricted knife, as defined by state law. (See glossary.)
  - c. A club, as defined in state law. (See glossary.)
3. Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. (See glossary)
4. Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - a. Aggravated assault, sexual assault, or aggravated sexual assault.
  - b. Arson. (See glossary)
  - c. Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - d. Indecency with a child.
  - e. Aggravated kidnapping.
  - f. Aggravated robbery.

- g. Manslaughter.
  - h. Criminally negligent homicide.
  - i. Continuous sexual abuse of a young child or children.
5. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
  6. Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

### **Under Age Ten**

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

### **Expulsion Procedure and Appeal**

The Board of Trustees delegates the authority to expel students to the Superintendent of Schools.

### **Written Notice**

The parent(s)/guardian(s) of a student accused of committing an expellable offense shall be advised in writing of the alleged offense and the recommended disciplinary action.

### **Informal Conference**

A student accused of committing an expellable offense is entitled to participate in an informal conference with the principal or the principal's designee and the student's parent(s)/guardian(s). Unless otherwise agreed by the principal and the student's parent(s)/guardian(s), such conference shall be conducted no later than three (3) school days after the principal or principal's designee is first advised of the alleged offense(s). The student's parent(s) or guardian(s) shall be advised in writing of the date and time of the meeting.

The purpose of the conference is to informally review the circumstances and evidence upon which the recommendation for expulsion is based. A student's parent(s)/guardian(s) may elect to waive the right to participate in a conference. Additionally, if the student's parent(s)/guardian(s) fails to attend a conference after reasonable attempts have been made to notify the parent/guardian of the date and time of the meeting, the principal or principal's designee may proceed in the absence of the student, parent/guardian, and/or other adult representing the student.

At the conclusion of the informal conference or within a reasonable period of time thereafter, the principal or principal's designee shall inform, in writing, the student and the student's parent/guardian or other adult representative of the outcome of the conference. A copy of such written notice shall also be forwarded to the Superintendent of Schools.

### **Appeal**

A student's parent/guardian may appeal a recommendation for expulsion to the Superintendent of Schools by submitting a written request for a hearing to the Superintendent's office within three (3) school days of receipt of the recommendation.

Failure to request an appeal within the designated time will result in the Superintendent's acceptance of the recommendation for expulsion. Upon acceptance of the recommendation, the Superintendent of Schools shall issue an Order of Expulsion. If the period of expulsion is inconsistent with the guidelines herein, the order must give notice of the inconsistency.

Pending the outcome of the hearing process described below, the principal or principal's designee may place the student in: (1) another appropriate classroom; (2) in-school suspension; (3) out-of-school suspension for a maximum of three (3) days; (4) an alternative education program; and/or (5) any combination of the foregoing.

Upon receipt of a notice of appeal, the Superintendent shall convene an impartial evidentiary hearing to consider the proposed expulsion. The Superintendent may elect, at his/her option, to refer the matter to a hearing officer or a panel consisting of three (3) administrators designated to act on the Superintendent's behalf. In the event a hearing officer panel is appointed, he/she the panel members shall prepare a written recommendation to the Superintendent based upon the evidence presented at the hearing.

A student appealing a recommendation for expulsion is entitled to receive procedural due process as required by the federal and state constitutions. Procedural rights include the following:

- A. The right to be represented by legal counsel or an adult who is not a District employee, unless the District employee is the student's parent/guardian.
- B. Prior notice of potential witnesses for the District.
- C. An opportunity to testify and present evidence and witnesses in the student's defense.
- D. An opportunity to question witnesses called by the District at the hearing.

Expulsion hearings shall be recorded in some manner, either by a court reporter or audio recording.

Following the conclusion of the hearing described above, the Superintendent shall advise the student's parent(s)/guardian(s) of his/her decision with respect to the proposed expulsion.

### **Board Review**

A student's parent(s)/guardian(s) may appeal the decision of the Superintendent to the Board of Trustees by submitting a written request to the Superintendent within two (2) school days of receipt of the decision. The Superintendent shall provide the parent(s)/guardian(s) with written notice of the date, time, and place of the Board's review within five (5) school days of the receipt of the appeal request.

The Board's review shall be based on the record developed before the Superintendent and/or hearing officer below. The Board may, at its discretion, elect to hear brief oral presentations of no longer than five (5) minutes each from the Superintendent or Superintendent's designee and the student or the student's parent/guardian or other adult representative. The Board's review shall be conducted in closed session.

The Board may uphold or reverse the Superintendent's decision. If the Board upholds the expulsion decision, the Board shall direct the Superintendent to issue an Expulsion Order within three (3) school days.

A student may appeal an adverse expulsion decision to state district court in accordance with the provisions of the Texas Education Code.

### **Length of Expulsion**

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

<u>Description</u>	<u>Length of Expulsion</u>
Minimum	75 days
Maximum	One calendar year*



\*State and federal laws require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent may modify the length of the expulsion on a case-by-case basis. The period of expulsion may not exceed one year unless, after a review, the District determines that the student is a threat to safety of other students or to District employees or extended placement is in the best interest of the student.

The District may provide educational services to the expelled student in a JJAEP.

An expelled student may be readmitted on the recommendation of the Placement Review Committee of the District while the student is completing any court disposition requirements the court imposes. The student may not be returned to the teacher's class where the offense occurred without the teacher's consent.

After the student has successfully completed any court disposition requirements the court imposes, including conditions of a deferred prosecution ordered by the court or such conditions required by the prosecutor or probation department, the District may not refuse to admit the student if the student meets the requirements for admission. However, the District may place the student in a DAEP.

### **Withdrawal During Process**

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

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

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

### **Additional Misconduct**

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

### **Sanctions**

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

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program. All expelled students will be referred to the JJAEP in the county in which they reside.

### **Newly Enrolled Students**

The District will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

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

student is a threat to the safety of other students or District employees, or that extended placement is in the best interest of the student.

## **Emergency Procedures**

### **Emergency Removal to DAEP**

The principal or principal's designee may immediately remove a student to a DAEP for behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with the class. The reason for removal must be a reason for which placement in a DAEP may be made on a nonemergency basis. Within a reasonable time after the emergency placement, but not later than the 10<sup>th</sup> day after the date of the placement, the student shall be accorded the same due process applicable to nonemergency DAEP placements.

### **Emergency Expulsion from School**

In an emergency, the principal or principal's designee may immediately order the expulsion when people or property is in imminent harm if the principal or principal's designee reasonably believe that such action is necessary to protect persons or property from imminent harm. When an emergency expulsion occurs, the student will be given oral notice of the reason for the action. The reason must be a reason for which expulsion may be made on a nonemergency basis. Within a reasonable amount of time after the emergency expulsion, but not later than the 10<sup>th</sup> day after the day of the expulsion, the student will be given appropriate due process. The due process is the same, as outlined in this code, as for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law and regulations and must be consistent with the consequences that would apply to a student without a disability.

### **Placement in a Juvenile Justice Alternative Education Program (JJAEP)**

State law requires the Harris County and Galveston County Juvenile Boards to develop a juvenile justice alternative education program, which provides educational services to certain students who have been expelled.

The Board of Trustees will enter into a Memorandum of Understanding with the county juvenile board outlining the juvenile board's responsibilities concerning the establishment and operation of the JJAEP and conditions on payments from the District to the juvenile board. An agreement between the school District and the county must provide for an expelled student to immediately attend the JJAEP from the date of expulsion. Students who are not eligible for admission in the JJAEP must be provided an educational program by the District.

## 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:

- Causes serious bodily injury to another;
- Uses or exhibits a deadly weapon; or
- Causes bodily injury to 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:

- 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:
    - i. Knowing that it is within the limits of an incorporated city or town,
    - ii. Knowing that it is insured against damage or destruction,
    - iii. Knowing that it is subject to a mortgage or other security interest,
    - iv. Knowing that it is located on property belonging to another,
    - v. Knowing that it has located within it property belonging to another, or
    - vi. 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.
- 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
- 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; §22.01(a)(2) as intentionally or knowingly threatening another with imminent bodily injury; and §22.01(a)(3) as intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

**Breach of Computer Security** includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code §33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly alters, damages, or deletes school district property or information; or commits a breach of any other computer, computer network, or computer system.

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

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

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

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

**Chemical dispensing device** is defined by Texas Penal Code §46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable 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 defined by Texas Penal Code §46.01 as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, nightstick, 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 defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

**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 Texas 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.

**E-cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, accessory for the device, regardless of whether the component, part or accessory is sold separately from the device.

**Explosive weapon** is defined by Texas Penal Code §46.01 as 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:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

**Firearm** is defined by federal law (18 U.S.C. § 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm weapon; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

**Firearm silencer** is defined by Texas Penal Code 46.01 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.

**Handgun** is defined by Texas Penal Code §46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

**Harassment is:**

- Conduct that meets the definition established in CCISD Board Policies [DIA\(LOCAL\)](#) and [FFH\(LOCAL\)](#); or
- Conduct that threatens to cause harm or bodily injury to another student, including a District student, employee, board member, or volunteer; 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, as defined in Section 37.001(b)(2) of the Education Code.

**Hazing** is defined by Section 37.151 of the Education Code as an intentional, knowing, 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** defined in Section 37.001(b)(3) of the Education Code as 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.

**Improvised explosive device** is defined by Texas Penal Code §46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

**Indecent exposure** is defined by Texas Penal Code §21.08 as an offense that occurs when a person exposes his or her anus or any part of his or her genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

**Intimate visual material** is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code §21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

**Knuckles** as defined by Texas Penal Code §46.01 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.

**Location-restricted knife** is defined by Texas Penal Code §46.01 as a knife with a blade over five and one-half inches.

**Look-alike weapon** means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

**Machine gun** as defined by Texas Penal Code §46.01 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.

**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; telecommunication or electronic devices, or any school property used by the student, including but not limited to a locker or desk.

**Prohibited weapon** under Texas Penal Code §46.05(a) means:

1. The following items unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
  - a. An explosive weapon;
  - b. A machine gun;
  - c. A short-barrel firearm;
2. Knuckles;
3. Armor-piercing ammunition;
4. A chemical dispensing device;
5. A zip gun;
6. A tire deflation device;
7. An improvised explosive device; or
8. A firearm silencer, unless classified as a curio or relic by the U.S. Department of Justice or the actor otherwise possesses, manufactures, transports, repairs, or sells the firearm silencer in compliance with federal law.

**Public Lewdness** is defined by Texas Penal Code §21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

**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** includes those activities that do not escalate the situation and the minimum amount of force necessary to remove himself or herself from danger or harm.

**Serious misbehavior** means:

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

**Serious or persistent misbehavior** includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.

- Behavior identified by the District as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete school work as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is defined by Texas Penal Code §46.01 as 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.

**Stun Gun** is a weapon designed to stun or temporarily immobilize a victim, especially by delivering a high-voltage electric shock.

**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.

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

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- 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 crimes listed in Title 5 of the Texas Penal Code that involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02, – .05, Texas Penal Code;
- Kidnapping under Section 20.03, Texas Penal Code;
- Trafficking of persons under Section 20A.02, Texas Penal Code ;
- Smuggling or continuous smuggling of persons under Sections 20.05 – .06, Texas Penal Code ;
- Assault under Section 22.01, Texas Penal Code ;
- Aggravated assault under Section 22.02, Texas Penal Code ;
- Sexual assault under Section 22.011, Texas Penal Code;
- Aggravated sexual assault under Section 22.021, Texas Penal Code;
- Unlawful restraint under Section 20.02, Texas Penal Code;
- Continuous sexual abuse of a young child or children under Section 21.02, Texas Penal Code;
- Bestiality under Section 21.09, Texas Penal Code;
- Improper relationship between educator and student under Section 21.12, Texas Penal Code;



- Voyeurism under Section 21.17, Texas Penal Code;
- Indecency with a child under Section 21.11, Texas Penal Code;
- Invasive visual recording under Section 21.15, Texas Penal Code;
- Disclosure or promotion of intimate visual material under Section 21.16, Texas Penal Code;
- Sexual coercion under Section 21.18, Texas Penal Code;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04, Texas Penal Code;
- Abandoning or endangering a child under Section 22.041, Texas Penal Code;
- Deadly conduct under Section 22.05, Texas Penal Code;
- Terroristic threat under Section 22.07, Texas Penal Code;
- Aiding a person to commit suicide under Section 22.08, Texas Penal Code; and
- Tampering with a consumer product under Section 22.09, Texas Penal Code.

**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.

**Vaping** means use of an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, accessory for the device, regardless of whether the component, part or accessory is sold separately from the device.

**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

# Secondary Honor Code

*“Learning is Essential for Liberty.” – Thomas Jefferson*

This Honor Code was developed by Clear Creek ISD high school students with the expressed intent to state that our Academic Integrity is being challenged in the face of high stakes testing and reports of periodic cheating. Therefore, it has become a moral imperative that our work ethic today will impact our future.

We believe the students of Clear Creek ISD subscribe to becoming self-directed learners and doing the best we can. Furthermore, we believe that academic honesty is respecting yourself and others, as well as claiming your own work.

We believe students are responsible for maintaining and supporting the academic integrity of the school by completing all assigned work, activities, and tests in an honorable process without engaging in cheating, fraud, plagiarism, or prohibitive electronic assistance. Through this effort, we will become trusted members of society and prepared for the workforce of the 21<sup>st</sup> Century.

We believe teachers are responsible for monitoring students during all assessments and holding students accountable for cheating. We believe that each class and teacher is only as strong as each individual’s personal commitment to integrity, honor, and responsibility. Teachers are also encouraged to have faith in their student’s success and for making sure the class is highly engaging.

We believe the measure of success of our school community is based on the success of our students so the consequences below shall serve as a deterrent to a violation of this Honor Code and Our Academic Integrity Policy. These consequences will be listed in our Secondary Student Code of Conduct in addition to the in-school suspension consequence and [EIC\(LOCAL\)](#) as applicable. As a result of clear and compelling evidence of student’s cheating on a major grade:

1. A student shall receive a “0” for the school work, and is subject to a “U” in conduct and disciplinary action (including ineligibility in the next contest/game).
2. There will be no retakes for students who cheat.
3. Students who are enrolled in advanced academic courses (Pre-AP/AP) will be immediately removed from the advanced academic course and placed in the next lower level class.
4. A student is not eligible for any semester exam exemption.
5. A documented finding of academic dishonesty shall be reported on the student’s college application.
6. Students in violation of the Honor Code shall be immediately removed from the National Honor Society, National Junior Honor Society and any other Honor Society that is an official school organization.

Your signature below indicates that you have received a copy of the Secondary Honor Code.

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Student Signature/Date

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Student Printed Name

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Parent Signature/Date

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Parent Printed Name



Parent Notice and Directory Information Release

Clear Creek ISD has designated the following categories of information as “Directory Information”: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; weight and height of members of athletic teams.

District policy allows for use and disclosure of Directory Information for school-related activities and publicity, such as athletic and fine arts events, graduation, honors and awards banquets, and other campus or District events recognizing student accomplishments. While federal law may permit the District to disclose Directory Information to third parties for even non-District purposes, Clear Creek ISD does not generally allow disclosure of Directory Information to third parties. Federal law may, however, require the District to release limited Directory Information, such as name, address, and telephone listing, to military recruiters and accredited institutions of higher education.

Parents may indicate their exclusions regarding the District’s use and disclosure of Directory Information for the following purposes.

**PLEASE READ THE OPTIONS CAREFULLY. Only select those you do not wish to have student directory information released. No selection will give the school district permission to release student information for the following purposes.**

- I do not want my student’s directory information shared with military recruiters.
- I do not want my student’s directory information shared with institutions of higher education
- I do not want my student’s directory information, including the use of his/her image, shared with the public. This includes media.
- I do not want my student’s directory information, including the use of his/her image, to be used for school-sponsored activities such as yearbooks, photographs, sports information such as rosters and programs or articles where student names are identified.

Parent/Guardian Name Printed \_\_\_\_\_

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

Student Name (Printed) \_\_\_\_\_