




**DENTON  
INDEPENDENT SCHOOL DISTRICT**

**2014-2015**

**STUDENT CODE OF CONDUCT**



**Este Manual Escolar y Código de Conducta de  
Alumnos completo está disponible en español.  
Pregunte en la administración de su  
escuela si le interesa obtener un ejemplar  
en español.**



# Report it!

SafeSchools Alert is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

## 4 EASY WAYS



<http://1238.alert1.us>



[1238@alert1.us](mailto:1238@alert1.us)



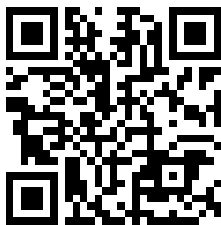
1-855-4ALERT1, ext. 1238



Text #1238 + your tip to ALERT1 or 253781

### REPORT TIPS ON:

- Bullying
- Intimidation
- Harassment
- Weapons
- Drugs
- Other Important Topics



**YOUR CODE: 1238**

# DENTON INDEPENDENT SCHOOL DISTRICT

## 2014-2015 Student Code of Conduct

*Approved by  
DISD Board of Trustees  
May 27, 2014*

**Denton ISD: Empowering lifelong learners to be engaged citizens who positively impact their local and global community.**

*The Denton Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.*

**Title IX Coordinator (Student Issues):**

Mr. David Hicks  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0000

**Section 504 Coordinator**

Mrs. Amy Lawrence  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0000

**Title II & Title IX Coordinator (Employee Issues):**

Dr. Richard Valenta  
1307 N. Locust Street  
Denton, TX 76201  
940-369-0043



Dear Parent and Student:

The Student Handbook and Student Code of Conduct are designed to provide each family with information about the procedures that your school and your school district follow. Changes in policy that affect these documents will be shared through school newsletters and other parent and student communications (available both printed and electronically). We believe that these documents are useful references for your family.

The district requires that the school receive a signed statement from each student's parent that the Student Handbook and Student Code of Conduct have been received and reviewed. Please review the materials and return the form to your child's school.

We encourage each parent to become an active member of the educational team. We hope that parents will take time to get to know their child's teachers and principal.

Our community has created a quality school system for our students. The investment that parents and the community have made combined with our district's outstanding teachers and staff make a strong learning environment for students.

Sincerely,

A handwritten signature in black ink that reads 'J.K. Wilson'.

Dr. James K. Wilson, III  
Superintendent of Schools

# ACKNOWLEDGMENT

## Student Code of Conduct Electronic Distribution

We acknowledge that we have been offered the option to receive a paper copy of the Denton ISD *Student Code of Conduct* for the 2014-2015 school year or to electronically access it on the district's website at [www.dentonisd.org](http://www.dentonisd.org) . We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

- Receive a paper copy of the *Student Code of Conduct*.
- Accept responsibility for accessing the *Student Code of Conduct* on the district's website.

Student Name (Printed) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

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

Grade Level \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Please complete this information as part of the online registration process.

# Table of Contents

STUDENT CODE OF CONDUCT .....	1
Purpose .....	<b>Error! Bookmark not defined.</b>
School District Authority and Jurisdiction.....	2
Reporting Crimes .....	2
Revoking Transfers.....	2
Participating in Graduation Activities .....	2
Standards for Student Conduct .....	3
General Conduct Violations .....	3
Disregard for Authority.....	3
Mistreatment of Others.....	3
Property Offenses .....	4
Possession of Prohibited Items.....	4
Possession of Telecommunications or Other Electronic Devices .....	4
Illegal, Prescription, and Over-the-Counter Drugs .....	5
Misuse of Technology Resources and the Internet .....	5
Safety Transgressions .....	5
Miscellaneous Offenses .....	6
Discipline Management Techniques.....	6
Students with Disabilities.....	6
Techniques .....	7
Notification .....	7
Appeals.....	8
Removal from the School Bus.....	8
Removal from the Regular Educational Setting.....	8
Routine Referral.....	8
Formal Removal .....	8
Returning Student to Classroom.....	9
Out-of-School Suspension.....	9
Misconduct .....	9
Process .....	9

Disciplinary Alternative Education Program (DAEP) Placement.....	9
Discretionary Placement: Misconduct That May Result in DAEP Placement.....	10
Misconduct Identified in State Law .....	10
Mandatory Placement: Misconduct That Requires DAEP Placement .....	10
Sexual Assault and Campus Assignments.....	11
Emergencies.....	11
Process .....	11
Placement Order.....	12
Length of Placement.....	12
Exceeds One Year.....	12
Exceeds School Year.....	12
Appeals.....	13
Restrictions during Placement.....	13
Placement Review.....	13
Additional Misconduct.....	13
Notice of Criminal Proceedings.....	13
Withdrawal during Process.....	14
Newly Enrolled Students.....	14
Emergency Placement Procedure.....	14
Placement and/or Expulsion for Certain Offenses .....	14
Registered Sex Offenders.....	14
Review Committee.....	15
Newly Enrolled Student .....	15
Appeal .....	15
Certain Felonies .....	15
Hearing and Required Findings.....	16
Length of Placement.....	16
Newly Enrolled Students.....	16
Expulsion.....	16
Discretionary Expulsion: Misconduct That May Result in Expulsion .....	16
Any Location.....	16
At School, Within 300 Feet, or at a School Event .....	17

Within 300 Feet of School.....	17
Property of Another District .....	18
While in DAEP .....	18
Mandatory Expulsion: Misconduct That Requires Expulsion .....	18
Under Federal Law .....	18
Under the Texas Penal Code .....	18
Under Age Ten .....	19
Emergency.....	19
Process .....	19
Hearing.....	20
Expulsion Order.....	20
Length of Expulsion.....	20
Withdrawal during Process.....	21
Additional Misconduct.....	21
Restrictions during Expulsion.....	21
Newly Enrolled Students.....	21
Emergency Expulsion Procedures.....	21
DAEP Placement of Expelled Students .....	22
Glossary.....	23



# Denton Independent School District

## 2014-2015 Student Code of Conduct

### Statement of Philosophy

We in the Denton Independent School District believe that every student should have the opportunity to learn in a safe, orderly and supportive school environment. One of the most important lessons education should teach is that of self-discipline. Self-discipline is the tendency to behave in ways that are mutually beneficial to oneself and others. While it does not appear as a subject, it underlies and supports the entire educational process. It is the training that develops self-control and character and teaches respect and responsibility. Self-discipline is the key to good conduct and proper consideration for other people; discipline is an essential component of the educative process.

Education in this community represents a significant commitment of human and financial resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

### The Purpose of the Student Code of Conduct

The purpose of this document is to describe the expectations of the Denton Independent School District Board of Trustees, administrators and staff regarding student conduct. The *Student Code of Conduct* is the district's response to the requirements of Chapter 37 of the Texas Education Code. It provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

It is the belief of the school district that the rights of all students can be protected only as long as an atmosphere of organization and cooperation exists in the classrooms and at school-related functions. By respecting student rights and encouraging student and parental responsibility, the district seeks the full development of each student's potential.

Our goal is to provide a cooperative school climate that is free of disruptions where students can pursue their studies in a manner most conducive to learning. In an effort to fully inform students and parents of the expectations of the school district, the following board policies and District rules of conduct have been outlined. Parents are urged to contact the teacher and/or principal/ designee concerning school discipline questions.

*The Student Code of Conduct* has been developed in compliance with relevant law. The law requires the district to define misconduct that may - or must - result in a range of specific disciplinary consequences including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

Violation of the statutes, policies, regulations and rules will result in appropriate behavior management methods as outlined under this code. Serious and/or persistent violations of the statute, policies, regulations and rules will ultimately result in a student being subject to increasingly more serious penalties.

This *Student Code of Conduct* has been adopted by the Denton ISD Board of Trustees. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the board becomes effective for the next school year. It has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code shall prevail.

In accordance with state law, the Code shall be available for review at the office of each campus principal. Additionally, the Code shall be posted on the district's website, [www.dentonisd.org](http://www.dentonisd.org).

## **School District Authority and Jurisdiction**

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

The district has disciplinary authority over a student:

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

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 or desk when there is reasonable cause to believe it contains articles or materials prohibited by the district.

## **Reporting Crimes**

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

## **Revoking Transfers**

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

## **Participating in Graduation Activities**

The district has the right to limit a student's participation in graduation activities for violating the district's Code. Participation might include a speaking role, as established by district policy and procedures.

Students eligible to speak at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district's Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

## **Standards for Student Conduct**

Each student is expected to:

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

## **General Conduct Violations**

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

### **Disregard for Authority**

Students shall not:

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

### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion.)
- Threaten a district student, employee, or volunteer, including off school property, if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms.)
- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence. (See glossary.)
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary.)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).

- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- 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.

## **Property Offenses**

Students shall not:

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

## **Possession of Prohibited Items**

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products, including electronic cigarettes;
- Matches or a lighter;
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion.)

## **Possession of Telecommunications or Other Electronic Devices**

Students shall not:

- Display, turn on, or use a telecommunications device, including a cellular telephone, or other electronic device in violation of district and campus rules.

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

Students shall not:

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

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

Students shall not:

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

## **Safety Transgressions**

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

## **Miscellaneous Offenses**

Students shall not:

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

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

## **Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall 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 district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

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 student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

## **Students with Disabilities**

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

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

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

## **Techniques**

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

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards, demerits or behavioral contracts
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

## **Notification**

Parents shall be notified by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

## Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or through the district website, [www.dentonisd.org](http://www.dentonisd.org). Consequences shall not be deferred pending the outcome of a grievance.

## Removal from the School Bus

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

## Removal from the Regular Educational Setting

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

## Routine Referral

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

## Formal Removal

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

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

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

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

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

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



## **Returning Student to Classroom**

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

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

## **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.

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

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

### **Process**

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

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

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

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

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

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP classroom with a student who is not an elementary school student. For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12. However, summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

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

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

A student **may** be placed in a DAEP for any behavior prohibited in the General Conduct Violations section of this Code.

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

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

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

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-

related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence.”)

- 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.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as 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 shall be transferred to a DAEP.

## **Emergencies**

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

## **Process**

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

At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student 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 the student's parents attend the conference.

## **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order shall give notice of the inconsistency.

## **Length of Placement**

The duration of a student's placement in a DAEP shall be determined by the district administrator conducting the placement conference.

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

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

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

## **Exceeds One Year**

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

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

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

## **Exceeds School Year**

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

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

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

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Appeals regarding the decision to place a student in a DAEP should be addressed to the campus principal in accordance with policy FOC(LEGAL).

Student or parent appeals regarding the process used for the placement decision, such as issues related to the administrator's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or through the district's website, [www.dentonisd.org](http://www.dentonisd.org).

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

## **Restrictions During Placement**

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

The district shall provide transportation to students assigned to the DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day. The student's participation in the graduation ceremony and related graduation activities is subject to review by the campus principal as specified in the DAEP placement order.

## **Placement Review**

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

## **Additional Misconduct**

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

## **Notice of Criminal Proceedings**

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

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or

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

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, campus administrator shall review the student's placement and schedule a review with the student's parent not later than the third day after receiving 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 campus administrator 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.

### **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 fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

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

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

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

### **Emergency Placement Procedure**

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

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

This section includes two categories of offenses for which the Texas 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 shall be in either DAEP or JJAEP for at least one semester.

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

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

## **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 shall recommend whether the student should return to the regular classroom or remain in the placement. 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 campus administrator, 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 campus administrator 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:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- 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;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- 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

- 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:

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

## **Hearing and Required Findings**

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

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

Any decision of the campus administrator under this section is final and may not be appealed.

## **Length of Placement**

The student is subject to the placement until:

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

## **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another 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 shall take into consideration:

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

## **Discretionary Expulsion: Misconduct That May Result in Expulsion**

### **Any Location**

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:



- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Breach of computer security.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at a 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:

- 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. (See glossary for “under the influence.”)
- 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.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary.)

### **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:

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

- Continuous sexual abuse of a young child or children.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

### **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.

### **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 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; 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 under federal or state law 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:

#### **Under Federal Law**

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
  - 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.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

#### **Under the Texas Penal Code**

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that

use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.

- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device. (See glossary.)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary.)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses.

## **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.

## **Emergency**

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

## **Process**

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

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

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

## **Hearing**

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

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

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

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

## **Expulsion Order**

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

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

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

## **Length of Expulsion**

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

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

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

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

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or designee may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

## **Withdrawal During Process**

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

If the student then 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 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 may issue an additional disciplinary order as a result of those proceedings.

## **Restrictions During Expulsion**

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

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

## **Newly Enrolled Students**

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

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

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall 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:

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

## **Emergency Expulsion Procedures**

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

## **DAEP Placement of Expelled Students**

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

## Glossary

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

**Abuse** is improper or excessive use.

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

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

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

**Arson** is:

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

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

**Bullying** is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related

activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

**Harassment** is:

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

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

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

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

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

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

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

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

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

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

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

**Serious 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:
  - c. Public lewdness under Section 21.07, Penal Code;
  - d. Indecent exposure under Section 21.08; Penal Code;
  - e. Criminal mischief under Section 28.03, Penal Code;
  - f. Personal hazing under Section 37.152; or
  - g. 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:

1. Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
2. Behavior identified by the district as grounds for discretionary DAEP placement.
3. Actions or demonstrations that substantially disrupt or materially interfere with school activities.
4. Refusal to attempt or complete school work as assigned.
5. Insubordination.
6. Profanity, vulgar language, or obscene gestures.
7. Leaving school grounds without permission.
8. Falsification of records, passes, or other school-related documents.
9. Refusal to accept discipline assigned by the teacher or principal.

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

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

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;

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

**Tire deflation device** is defined in part by Section 46.01 of the Penal Code as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

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

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

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

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

# STANDARDS FOR STUDENT CONDUCT

## Behavior Expectations

Schools must provide an environment in which all students have the opportunity to learn and teachers are allowed to teach. In achieving that goal, each student is expected to:

1. Comply with all rules regarding attendance.
2. Respect the rights of other students to learn and the teachers to teach.
3. Assume responsibility for personal behavior.
4. Demonstrate courtesy and respect for others.
5. Prepare for each class.
6. Take appropriate materials and assignments to class.
7. Be well groomed, dress appropriately, and follow the dress regulations outlined below. The District's over-all policy regarding dress is that a student's dress and grooming shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, or distract from school activities.
8. Obey all campus and classroom rules.
9. Respect the rights and privileges of other students and of teachers and other District staff.
10. Respect personal property and the property of others, including District property and facilities.
11. Cooperate with or assist the school staff in maintaining safety, order, and discipline.
12. Obey rules about conduct on school buses.
13. Follow 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 campus student handbook or posted in classrooms and may or may not constitute violations of the Student Code of Conduct.

## Dress Code

The Denton ISD dress code is established to teach hygiene, instill self-discipline, prevent disruptions, promote safety, and provide an environment for learning. The responsibility for adhering to the dress code begins with the student and parents of the student. Enforcement of the code is the responsibility of the classroom teachers and administrators. The following guidelines are to assist students and parents in selecting appropriate attire (**as determined by campus administration**):

1. All students are to present a clean, well-groomed appearance at school and school activities. Students may be asked to alter their hairstyles if the campus administrator believes they are a distraction to the educational process.
2. The following items have been determined to be unacceptable for wear at school:
  - a. bike pants
  - b. bare midriffs
  - c. halter tops
  - d. tank tops
  - e. see-through apparel

- f. short shorts
  - g. mesh/net clothing
  - h. short skirts
  - i. pajamas
  - j. saggy, baggy pants
  - k. bandanas
  - l. sunglasses
  - m. strapless dresses/blouses
  - n. chains or accessories which can be used as a weapon (such as collars or bracelets with spikes)
  - o. flip-flops (except in high schools, or as determined by campus administration on all campuses), steel-toed shoes (except in identified CTE classes), house shoes, slippers, or any other footwear deemed inappropriate by campus administration.
  - p. any make-up, hair color, unnatural cosmetic contact lenses, or accessories which create a disruption
  - q. any headgear other than part of an approved school uniform
  - r. tattoos and body art which promote nudity, obscenity, or gang activity must be covered
  - s. any display of undergarments
  - t. shirts open at the sides (excessively large armholes)
  - u. ragged or intentionally cut/torn clothing as determined inappropriate by campus principal or designee.
  - v. garments containing offensive or obscene words or phrases, pictures, symbols, or images.
  - w. garments which promote or advertise alcohol, tobacco, or other products prohibited at school.
3. All clothing must be sized to fit properly.
  4. Accessories applied to the facial area, tongue, or body such as safety pins to the eye area, studs, or rings through the nose cannot be worn at school.
  5. The principal, in cooperation with the Campus Leadership Team may add detail to the preceding dress code. The details may be gender specific. The Board, at the recommendation of the superintendent, approves campus dress code details.
  6. Campuses may submit proposals concerning school uniforms to the superintendent for submission to the school board for review and approval.
  7. On each campus, the principal will have the final say as to the appropriateness of any dress code question.

## School Responsibilities

A student whose behavior shows disrespect for others, including interference with others' access to a public education and a safe environment, will be subject to disciplinary action.

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

The District has disciplinary authority over a student:

1. While the student is on the campus, during the regular school day and/or while the student is going to and from school on District transportation.
2. While the student is participating in any activity during the school day on school property.
3. While the student is in attendance at any school-related activity, regardless of time or location.
4. For a school-related misconduct, regardless of time or location.
5. When retaliation against a school employee is involved, either on or off school property.
6. When the student commits a felony, as provided by Texas Education Code 37.006.
7. When criminal mischief is committed on or off school property or at a school-related event.
8. While on any property that the District owns, leases and/or jointly maintains.
9. When the student commits certain offenses within 300 feet of school property.

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to fulfill their responsibilities as citizens of the school community. 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 misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

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. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify the parent within 24 hours.

### **Attendance Guidelines and Consequences**

Generally, a student who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade and has not yet reached the child's 18th birthday is required to attend school. (TEC 25.085A)

A child is exempt from compulsory school attendance if the child: (TEC 25.086)

1. Attends a private or parochial school
2. Is eligible for Special Education services but cannot be properly served by the district.
3. Has temporary physical or mental condition certified by a physician making the child's attendance infeasible.

4. Is legally expelled and mandatory JJAEP attendance is not required.
5. Is at least 17 years of age and:
  - a. Is attending GED classes with parent permission, court order, is residing separate and apart from the parent, or is homeless.
  - b. Has received a high school diploma or GED.
6. Is at least 16 years of age and is attending GED classes if:
  - a. The child is recommended by a public agency with supervision or court order.
  - b. The child is enrolled in Job Corps.

Students may not be given credit for a class unless they are in attendance for at least 90 percent of the days the class meets. Campuses will appoint attendance committees to review circumstances where students have less than 90 percent attendance. (TEC 25.092)

State law requires that a student be present 90% of the days a class meets in order to receive credit. In high school classes that are blocked and meet every other day, a student with more than 4 unverified absences in the fall semester or 5 unverified absences in the spring semester will lose credit in that class. Middle school and elementary school students, whose classes meet every day, lose credit if they have more than 8 absences in the fall semester or 10 absences in the spring semester.

Students shall have absences excused for religious holy days including traveling for that purpose, and temporary absences resulting from health care professionals if the student returns to classes the same day of the appointment. If students satisfactorily complete make-up work for these types of excused absences, the day shall be counted as a day of compulsory attendance. Teachers and administrators will determine whether or not other temporary absences are excused. (TEC 25.087) These temporary absences may not be counted as days of compulsory attendance, but may be considered as extenuating circumstances by attendance committees when determining award of class credit in cases of less than 90 percent attendance.

If any parent of a child required to attend school fails to require the student to attend as required by law, a warning letter will be mailed after three (3) unexcused absences. If the student does not immediately return to compulsory school attendance, the school attendance officer will file a complaint against the parent and/or student in a county court, justice of the peace court, or municipal court after the fourth (4th) voluntary unexcused absence in a four week period or tenth (10th) voluntary unexcused absence in a six month period (TEC 25.093 and Section 51.03(b)(2) of the Family Code). *Since the law addresses absences for "all or part" of a school day, chronic tardies may be referred to the appropriate authorities as unexcused absences.* Fines for thwarting compulsory school attendance and failure to attend school may be as high as \$500 per absence.

For information and/or assistance with attendance concerns contact the Campus Attendance Officer.

# GENERAL MISCONDUCT VIOLATIONS

## Behavior Violations

Students are prohibited from engaging in the following activities while at school or school-related activities:

1. Truancy – any voluntary unexcused absence for all or part of a school day. Excessive truancy, more than 4 voluntary unexcused absences in a four week period or 10 or more in a six month period, may result in a legal complaint being filed against the parent and/or student.
2. Excessive tardiness – four or more tardies in one semester.
3. Leaving school grounds or school-sponsored events without permission.
4. Violations of the dress code.
5. Violations of the district's policies on sharing prescription or non-prescription medications (including herbal substances).
6. Disobeying school rules about conduct on school buses.
7. Using the district computer network inappropriately.
8. Cheating or copying the work of another person. In addition, any other form of forgery is prohibited. (See Appendix for Academic Integrity Policy)
9. Posting, selling, circulating, or distributing non-school materials without prior approval.
10. Harassing other individuals by repeated, unwelcome, or offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's diversity, including but not limited to actual or perceived race, color, religion, national origin, ability or disability, sex, marital status, sexual orientation, gender identity, socio-economic status, or physical attributes, including these qualities as attributed to members of a student's family, that creates an intimidating, hostile, or offensive educational environment. (See Board Policy FNCL (Local))
11. Bullying – engaging in written or verbal expression or physical conduct that is determined to:
  - A. have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
  - B. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
12. Making a "hit list" – a list of people targeted to be harmed, using a firearm (Penal Code 46.01(3)), a knife (Penal Code 46.07(7)), or any other object to be used with intent to cause bodily harm.
13. 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. For guidance on what constitutes sexual harassment and sexual abuse, please refer to the Board Policy FNCJ (Local)
14. Engaging in inappropriate physical or sexual contact.
15. Using profanity, lewd, vulgar language, or insulting, obscene gestures.
16. Threatening others by stating one's intention to inflict physical harm upon another person(s) or to inflict damage on a school building.
17. 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.
18. Unwanted physical striking of another person
19. Throwing objects that can cause bodily injury or property damage.
20. Retaliation against another student or against any school employee.
21. Scuffling.
22. Fighting, inciting a fight, **physical abuse or threatening physical abuse.**
23. Hazing.
24. Using force, violence or threats to cause disruption during an assembly.
25. Interfering with an authorized activity by seizing control of all or part of a building.
26. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence (such as threats of violence or bodily harm).
27. Interfering with the movement of people at an exit or entrance to District property.
28. Gambling or any form of wagering.
29. Littering, defacing, or damaging school property
30. Damaging or vandalizing property owned by others.
31. Stealing.
32. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code.
33. Possession or distribution of pornographic materials, including accessing pornographic materials via the Web.
34. Possessing or using tobacco products.
35. Possessing or using matches or a lighter.
36. Possessing or using a laser-pointer.
37. **Using an electronic or telecommunications device during the normal school day in a manner that violates campus procedures, including taking and or sharing/posting pictures of campus activities resulting in a disruption of the learning environment.**
38. Possessing or using pyrotechnic devices including but not limited to such items as fireworks, smoke bombs, ammunition, etc.
39. Possessing any knife, razor, chain or any other object deemed inappropriate by school personnel.
40. Behaving in any way or bringing, possessing or using any item that disrupts the school environment or education process.
41. Repeatedly violating other communicated campus or classroom standards of behavior, which is defined as persistent misbehavior.
42. Failing to comply with directives given by school personnel, which is considered insubordination.
43. Use or possession of skates, roller blades, skateboards, or wheeled shoes at school or school sponsored events.
44. Use or possession of mace, pepper spray, or other aerosol defenses.
45. Use or possession of any gun – real or fake - that emits projectiles of any kind.

46. Engaging in the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten or control another person in a dating relationship. Dating violence is defined as a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.\*

47. Failing to comply with the rules and regulations of the DISD Acceptable Use Policy.

\*As defined in "A Guide To Addressing Dating Violence In Texas Schools" by the Texas Dating Violence Prevention Team under TEA.

### **Student Consequences**

The building administrator has the final decision in all building-level consequences. DAEP placements may not be appealed beyond the building principal. Administrators will give consideration to the following when making a decision to order suspension, removal to a disciplinary alternative education program, or expulsion:

- A. Self-defense;
- B. Intent or lack of intent at the time the student engaged in the conduct;
- C. A student's disciplinary history;
- D. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

General misconduct will result in application of one or more discipline management techniques listed in this section. State law requires that the violation be reported to the principal or other appropriate administrator who must send notification to the parent or guardian within 24 hours of receiving the report. For this reason, it is imperative that the current address, phone, and emergency contact information be updated as frequently as necessary and as often as possible.

- 1. Verbal correction.
- 2. Cooling-off time or "time-out."
- 3. Seating changes in the classroom.
- 4. Counseling by teachers, counselors, or administrative personnel.
- 5. Before or after-school or lunch detention.
- 6. Parent-teacher conferences.
- 7. Temporary or permanent confiscation of items that disrupt the educational process, and fees may be required for the return of those items. Denton ISD is not responsible for lost/stolen items that have been confiscated according to District policy.
- 8. Temporary placement in another classroom.
- 9. Grade reductions as permitted by Policy FO (Local) for cheating, plagiarism, and late work.
- 10. Rewards or demerits.
- 11. Behavioral contracts.
- 12. Sending the student to the office or other assigned area, or to in-school suspension.
- 13. Restitution for damages to property.
- 14. Denial of Verification of Enrollment form needed for Driver's License Application or renewal or revocation of campus driving privileges

- 15. Loss of credit for not meeting the attendance requirements.
- 16. Possible legal action against students and/or parents for excessive truancy.
- 17. Withdrawal of privileges, including participation in extracurricular activities and eligibility for seeking and holding honorary offices.
- 18. School-assessed and school-administered probation.
- 19. Suspension.
- 20. Work study.
- 21. Disciplinary Alternative Education Placement.
- 22. Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District. When a student commits a violation that warrants police referral, the police will determine who will contact the parent.
- 23. Other strategies and consequences as specified by the Student Code of Conduct.

# FORMAL REMOVAL BY TEACHER

## Behavior Violations

1. Behavior that has been documented by the teacher to repeatedly interfere with classroom learning.
2. Behavior that is so unruly, disruptive, or abusive that the teacher cannot communicate with other students in the class.

## Student Consequences

### **DISCRETIONARY REMOVAL**

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement, but may result in a routine referral, formal removal, or the use of any other discipline management technique.

### **FORMAL REMOVAL**

Formal removal will result if 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 the behavior is so unruly, disruptive, or abusive that the teacher cannot teach.

Any removal of a student by a teacher requires that a Student Code of Conduct violation report be made by the teacher if the student's conduct is a violation of this Code. The principal or appropriate administrator must send a copy of the report to the student's parent or guardian within 24 hours of receiving the teacher's report.

A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a Disciplinary Alternative Education Program.

If the violation results in formal removal, the administrator will schedule a conference within three school days with the student's parent, the teacher, and the student. The conference should take place after valid attempts to require attendance have been made.

When a student is removed from the regular classroom and a conference is pending, the administrator may not return the student to the regular classroom.

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 the conference, the administrator shall order the placement of the student as provided by the Student Code of Conduct.

When a student has been formally removed from class, the administrator may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the campus administration, as appropriate and in accordance with policy FNG (LOCAL). Pending any appeal, the student shall be assigned the placement determined by the building administrator.



# REMOVAL FROM THE REGULAR EDUCATIONAL SETTING SUSPENSION AND/OR DAEP PLACEMENT

## Behavior Violations

### Discretionary Placements in DAEP

A student may be placed in a Disciplinary Alternative Education Program (DAEP) if the student engages in any serious or persistent misconduct violations of the Student Code of Conduct.

The District defines "serious" and "persistent" as two or more occurrences. However, serious can be one time.

The Board or an educator **may recommend** placing students in a Disciplinary Alternative Education Program who are found to be:

1. Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
2. Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
3. Selling, giving, delivering, possessing, manufacturing, or using any form of drug paraphernalia or look-a-like (simulated) drugs.
4. Selling, giving, delivering, possessing, or using any type(s) of electronic incapacitating device (stun gun), mace or pepper spray, or ammunition.

A student **may** be placed in a DAEP at the District's discretion if the superintendent or his designee has a reasonable belief that a student has engaged in conduct away from school which is defined as a felony other than those set out in Title 5 of the Texas Penal Code and determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

DAEP placements for the first discretionary placement shall be for no less than 30 school days pending successful completion of the DAEP program. Students placed in DAEP for the second time in one school year may be placed for a period more than 30 school days pending successful completion of the DAEP program. Students placed for a third placement in one school year shall be placed in DAEP for the remainder of the current semester, unless the placement occurs during the last six weeks of a semester, in which case, the placement may extend until the end of the next semester.

### Mandatory Placement in DAEP (TEC 37.006)

A student shall be placed in Disciplinary Alternative Education Program if the student commits 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. Engaging in conduct punishable as a felony.
2. Committing an assault. (Penal Code 22.01(a)1)
3. Making false reports to administrators or law enforcement officials, or making a terroristic threat.

(Penal Code 22.07)

4. Selling, giving, delivering, possessing, using, manufacturing or being under the influence of marijuana, a controlled substance, or a dangerous drug.
5. Possessing, using, selling, giving, or being under the influence of an alcoholic beverage; committing a serious act or offense while under the influence of alcohol.
6. Possessing, using or being under the influence of abusable glue or aerosol paint.
7. Behaving in a manner that contains the elements of the offense of public lewdness. (Penal Code 21.07)
8. Behaving in a manner that contains the elements of the offense of indecent exposure. (Penal Code 21.08)
9. Engaging in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs.

In addition, a student **shall** be placed in a Disciplinary Alternative Education Program (DAEP) based on conduct occurring off school property and while the student is not in attendance at a school-sponsored or school-related activity if:

1. The student receives deferred prosecution for conduct defined as a Title 5 Penal Code felony offense.
2. A court or jury finds that the student has engaged in delinquent conduct for conduct defined as a Title 5 Penal Code felony offense.
3. The superintendent or designee has a reasonable belief that the student has engaged in a conduct defined as a Title 5 Penal code offense.
4. A student who is younger than 10 years of age shall be placed in a Disciplinary Alternative Education Program (DAEP) if the student engages in conduct that is expellable for students older than age 10. (These offenses are addressed in the expulsion section of the Student Code of Conduct.)

Emergency placement may be ordered by an appropriate administrator when a student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

DAEP placements for mandatory offenses shall be a minimum of 30 school days up to 180 school days, depending on the severity of the offense and the potential impact on the safety and welfare of students and staff on the home campus as well as the potential disruption of the normal instructional process.

The timing of a student's return to the home campus from DAEP may be modified in the interest of instructional continuity.

The campus principal shall have the authority to assign a student to DAEP, whether for discretionary or mandatory placement, for a period of less than 30 school days, based on the circumstances surrounding an individual incident, the student's prior discipline record, or any other extenuating circumstances.

## **SUSPENSION**

State law allows a student to be suspended for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year. A student who is to be suspended will be given an informal conference by the principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident. The duration of a student's suspension, which cannot exceed three school days, will be determined by the appropriate building administrator. Suspensions may not be appealed beyond the building principal. The use of suspension from school is to be restricted to incidents when the student's presence on campus affects their safety or the safety of others, or incidents of severe disruption where the teacher's ability to teach or the ability of other students to learn is severely hampered by the offending student's presence. Every effort will be made to minimize the amount of time students are suspended from school by utilizing in-school suspension. Any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities will be determined by the principal or other appropriate building administrator.

## **REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

The Board delegates to the building administrators the authority to remove a student to a Disciplinary Alternative Education Program. The duration of a student's placement in a DAEP will be determined by the assigning administrator. The principal has the final authority on DAEP placement. Within three school days of receiving the Student Code of Conduct violation report, the administrator will schedule a conference with the student's parent, other appropriate administrator, and the student. Until a conference can be held, the appropriate administrator may place the student in:

1. another appropriate classroom
2. in-school suspension
3. out-of-school suspension

## **Student Consequences Continued**

At the conference, the student is entitled to written or oral notice of the reasons of the removal, an explanation of the basis for removal, and an opportunity to respond to the reasons for removal.

At the end of or following the conference, and whether or not each requested person is in attendance after valid attempts to require attendance are made, the administrator may order the placement as provided by the Student Code of Conduct.

State law does not permit students who are in a Disciplinary Alternative Education program to participate in any school-sponsored or school-related extracurricular and noncurricular activities.

Students placed in DAEP through the end of the regular school year will not be permitted to participate in graduation activities.

If a student placed in a DAEP for an off-campus (more than 300 feet) felony is later found not guilty or charges are dropped, the superintendent or designee shall schedule a review of the placement with the student's parent or guardian. Decisions to continue DAEP placement may be appealed to the Board of Trustees.

In this instance, parental appeals regarding disciplinary measures should be addressed to the central administration level as appropriate and in accordance with Policy FOAB (Legal). Pending any appeal, the student shall be assigned placement at the Disciplinary Alternative Education Program (DAEP) as determined by the administrator. (DAEP placements may not be appealed beyond the building principal except placements for off-campus, non-Title 5 Penal Code violations).

Any student placed in a Disciplinary Alternative Education Program will be provided a review of the student's status, including academic status, by the DAEP Administrator at intervals not to exceed 120 calendar days. In the case of a high school student, the board's designee, with the student's parent or guardian, shall review the student's progress toward meeting the high school graduation requirements and shall establish a specific graduation plan for the student. At the review the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus.

For placement in a Disciplinary Alternative Education Program to extend beyond the end of the school year, the administration must determine in a subsequent DAEP conference that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others.
2. The student has engaged in serious misbehavior that violates the Student Code of Conduct.

Serious offenses include, but are not limited to the following:

1. Assault of a teacher or other individual.
2. Retaliation against another student or any school employee.
3. Kidnapping.
4. The use, gift, sale, delivery, or possession of any drug paraphernalia.
5. Vandalism.

6. Robbery or theft.
7. Extortion, coercion, or blackmail.
8. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
9. Hazing.
10. Insubordination.
11. Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees.
12. Fighting, committing physical abuse, or threatening physical abuse.
13. Sexual harassment of a student or District employee.
14. Possession of or conspiring to possess any explosive, explosive device, or ammunition.
15. Falsification of records, passes, or other school related documents.
16. Possession or distribution of pornographic materials.
17. Leaving school grounds without permission.
18. Making or assisting in making threats, including threats against individuals and bomb threats.
19. Refusal to accept discipline management techniques proposed by the teacher or principal.
20. Sells, gives, delivers to another person, uses or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug, or alcohol.
21. Conspiracy to sell, give or deliver to another person any amount of marijuana, a controlled substance, a dangerous drug, or alcohol.
22. Conduct containing the elements of an offense relating to abusable glue or aerosol paint or volatile chemicals.
23. Any felony offense occurring on campus or at a school-sponsored or school-related event.

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

Pending any appeal, the decision of the original hearing will be upheld.

If a student moves into the District after having been placed in the DAEP in another school district, the administrator may continue the DAEP placement as per the terms of the other district's order.

Students who are suspended from school, assigned to DAEP, or JJAEP are not to be present on any school district property nor are they to attend any school sponsored event other than their assigned instructional program. Presence on any school campus while suspended or otherwise restricted is considered criminal trespass. Violators will be referred for appropriate legal action.

# EXPULSION

## Behavior Violations

### Discretionary Expulsions

At the District's discretion, a student **may** be expelled for:

1. Conduct containing the elements of criminal mischief under Penal Code Section 28.03, if punishable as a felony whether committed on or off school property or at a school-related event.
2. Assaulting a teacher or school employee.
3. Selling, giving, delivering, possessing, using, manufacturing or being under the influence of marijuana, a controlled substance, or a dangerous drug.
4. Serious or persistent misbehavior while placed in a Disciplinary Alternative Education Program and continuing to violate the District's Student Code of Conduct.
5. Making false reports to administrators or law enforcement officials, or making a terroristic threat. (Penal Code 22.07)

### Mandatory Expulsions

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

1. Use, exhibition, or possession of the following, under the Texas Penal Code:
  - a. A firearm (Penal Code Section 46.01(3))
  - b. An illegal knife (Penal Code Section 46.01(6))
  - c. A club (Penal Code Section 46.01(1))
  - d. A prohibited weapon (Penal Code Section 46.05)
2. Behavior containing the elements of the following under the Texas Penal Code:
  - a. Aggravated assault (Penal Code Section 22.02), sexual assault (Penal Code Section 22.011), or aggravated sexual assault (Penal Code Section 22.021)
  - b. Arson (Penal Code Section 46.01(1))
  - c. Murder (Penal Code Section 19.02), capital murder (Penal Code Section 19.03), or criminal attempt to commit murder (Penal Code Section 15.01)
  - d. Indecency with a child (Penal Code Section 21.11)
  - e. Aggravated kidnapping (Penal Code Section 20.04)
  - f. Engages in conduct specified by Texas Education Code Section 37.006(a)(3) or (4) if the conduct is punishable as a felony. (Drug related offenses)

A student **shall** be expelled if the student engages in retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related event.

In an emergency, the principal or his designee may order the emergency expulsion of a student, not to exceed ten school days, when people or property are in imminent harm.

## Consequences

The Board delegates to the administration the authority to expel students.

The Campus Administrator will schedule a hearing within a reasonable time with the student's parent, building administrator, and the student. The student's parent or guardian will be invited in writing to attend the hearing.

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

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- A disciplinary Alternative Education Program

A student facing expulsion will be given appropriate due process as required by the federal constitution. The student is entitled to:

1. The right to be represented by the student's parent/guardian or another adult who is not a District employee who can provide guidance to the student.
2. An opportunity to testify and to present evidence and witnesses in the student's defense.
3. An opportunity to ask questions about the District's evidence.

Not later than the second business day after the hearing, the Board's designee will deliver to the juvenile court a copy of the order expelling the student and information required by Section 52.04 of the Family Code.

The duration of a student's expulsion will be determined by the District on a case by case basis.

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

No District academic credit will be earned for work missed during the period of expulsion [unless the student is enrolled in the District's Disciplinary Alternative Education Program (DAEP) or the Juvenile Justice Alternative Education Program (JJAEP)].

A student who has engaged in delinquent conduct that is an expellable offense and has been found to be an adjudicated delinquent will be ordered to attend the JJAEP from the date of the adjudication. Other students expelled from the district may be referred to the JJAEP.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. The District may provide educational services to the expelled student in the Disciplinary Alternative Education Program.

### **Consequences (cont.)**

If a student moves into the District after having been expelled from another school district, the District may continue the expulsion as per the terms of the other district's order.

Parental appeals regarding disciplinary measures taken should be addressed to the central administration level as appropriate and in accordance with Policy FOD (Legal). Pending any appeal, the decision of the original hearing will be upheld.

The building administrator shall inform each teacher of the conduct of a student who has engaged in any violation listed in this section of mandatory expulsions. A teacher shall keep all the information confidential.

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within a reasonable amount of time, but limited to no more than three days after the emergency expulsion, the student will be given appropriate due process as required under TEC Section 37.009.

A student who is removed for emergency purposes will be re-leased to the student's parent, parent's representatives, medical providers, or law enforcement authorities.

### **PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM**

The Board of Trustees has entered into a Joint Memorandum of Understanding with the county juvenile board outlining all issues pertinent to the interaction between the juvenile board and the school district in the operation of the Juvenile Justice Alternative Education Program. Details of this relationship are defined in agreements available for public inspection upon request to the Superintendent of Schools.

### **STUDENTS WITH DISABILITIES**

If the Individualized Education Program (IEP) of a student with a disability under IDEA contains disciplinary sanctions, including emergency removal, suspensions, and removal to alternative education programs, and those sanctions are not currently being challenged in a court or Special Education administrative appeal, the sanctions implemented in accordance with specifications on the IEP shall be followed.

#### **Note: Students with Disabilities**

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD committee determines the misconduct is not related to the disabling condition or inappropriate placement, or failure to implement the IEP.

School personnel may remove a student with a disability who violates a code of student conduct from his/her current educational setting, to an appropriate interim alternative educational setting, another setting, or suspension for not more than 10 school days (to the extent such alternatives are applied to students without disabilities). The decision about the placement will be made by the student's admission, review, and dismissal (ARD) committee.

# VIOLENCE PROVISIONS

In an effort to eliminate violence from the Denton Independent School District, the Board of Trustees approved this Violence Provision for all students age ten (10) and older.

Violence Provisions govern any form of violence, fighting and/or physical altercations, abusive language, and threats among students as defined by the Texas Penal Code will be reported to the local police as a violation of the following penal codes: Disorderly Conduct and Assault.

## Penal Code 42.01 Disorderly Conduct

A person commits an offense if he intentionally or knowingly:

- (1) uses abusive, indecent, profane, or vulgar language in a public place, and the language by its very utterance tends to incite an immediate breach of the peace;
- (2) makes an offensive gesture or display in a public place, and the gesture or display tends to incite an immediate breach of the peace;
- (3) creates, by chemical means, a noxious and unreasonable odor in a public place;
- (4) abuses or threatens a person in a public place in an obviously offensive manner;
- (5) makes unreasonable noise in a public place other than a sport shooting range, as defined by Section 250.001, Local Government Code, or in or near a private residence that he has no right to occupy;
- (6) fights with another in a public place.

## Penal Code 22.01 Assault

A person commits an offense if the person:

- (1) Intentionally, knowingly, or recklessly causes bodily injury to another;
- (2) Intentionally or knowingly threatens another with imminent bodily injury;
- (3) Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**SCHOOL PROCEDURE**—In the event of student conduct that violates local policy including violent acts, fighting and/or physical altercations, abusive language, and threats between two or more students, the procedures listed below will be followed:

1. Students are referred to principal or designee who decides whether to report the incident to police.
2. If an incident is not reported, the District's Discipline Management Plan is followed and punishment is administered according to policy (for example, scuffling, profanity, etc. may merit only suspensions).

3. If incident is reported, the following sequence of events will occur:
  - a. Police will be notified according to local policy;
  - b. Parents will be notified by either the administrator or the police and told where the student will be detained;
  - c. Students may be removed from campus by police with possibility of citation and a hearing before the municipal judge within ten (10) days, or if the offense is serious enough, the student may be incarcerated according to state law and will be prosecuted to the fullest extent of the law;
  - d. Students shall be suspended from school for a maximum of three (3) days (42.01,1-5);
  - e. Parents must initiate meeting with the principal during the term of the suspension.
4. Violations for fighting include an immediate three-day suspension from school.
5. Persistent offenses may result in suspension and recommendation for assignment to an Alternative Educational Placement in accordance with state statutes, state regulations, and district policies.
6. Persistent offenses (two or more previous suspensions) for fighting (42.01, 6) will result in DAEP placement.
7. Offenses for assault will result in a 3-day suspension and a DAEP placement (Ch. 37).

Our hope is that the establishment of the above procedure will curtail the frequency of violence of any form at school and will provide all students a safe, threat-free environment which they deserve.

(Adopted by Board of Trustees, March 9, 1993) (Amended, January 27, 1994)

In summary, if your son or daughter is involved in a fight or engages in a physical altercation, abusive language, or threats during school hours, on school property, or during a school-related event, the school principal or designee responsible for discipline will consider the circumstances and the parents will be notified by either the administrator OR the police. Your child will be released into the custody of the police. The police will have the option of citing any student offender(s) with disorderly conduct and/or assault. Parents and/or student offender(s) may be responsible for fines up to (\$500) five hundred dollars.

# TRANSPORTATION SERVICES

As part of our aim to provide ample opportunity for an education, the Texas State Board of Education and the district fund transportation for all students who live two miles or more from the school that they are assigned to attend. To accomplish this, we require the cooperation of all students and parents.

## REGISTRATION FOR TRANSPORTATION SERVICES

Denton ISD students must register for transportation services prior to riding the bus. This registration process will allow the District to verify each student's address and eligibility for services. Eligibility will be determined at the time of registration. Parents & guardians may obtain an Application for Bus Transportation Services in the following manner:

1. Pick up an application at DISD Transportation, 5093 E. McKinney Street, Denton, Texas.
2. [www.dentonisd.org](http://www.dentonisd.org)

**Parents or Guardians are required to notify your student's home school or campus and DISD Transportation (940-369-0300) should there be a change of address or phone number during the school year.**

## DISD School Bus Access Program

- Students who have registered for bus services will be assigned a "*Bus Student Access Card*."
- This will allow the DISD Transportation Department to promote student safety and security through the daily monitoring of fleet operations and ridership.
- The program will provide accurate information as to the location of all school buses & where and what time a student gets-on or off the bus at a bus stop.
- Students are required to carry their "*Bus Student Access Card*" every time they ride a Denton ISD school bus.
- A replacement card can be purchased for \$3 (exact change) at Denton ISD Transportation, 5093 E. McKinney, Denton, TX 76209 or at the Navo Satellite Office located behind Navo Middle School, 1701 Navo Rd., Aubrey, TX 76227.

## STUDENT MANAGEMENT AND DISCIPLINE PROCEDURES

**Bus Safety Rules** - Rules defining student conduct are designed to protect the passengers and shall include, but not be limited to, the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions in regards to bus safety rules and bus operations at all times.
2. Maintain their assigned Bus Student Access Card on their person when boarding and off-loading a district school bus.
3. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride that bus. Students **WILL NOT** be allowed to ride any bus other than assigned bus. Students will be transported to/from designated stop and to/from designated school only. Designated stops are assigned by the Transportation Department based on the student's recorded home address. Emergency transportation may be granted on a temporary basis in some cases. A supervisor at the Transportation Department must approve emergency transportation for students riding other buses. **Notes from parents/guardian will not be accepted as authorization to ride a bus.**
4. Buses will stop at designated stops only. Students are to arrive at their bus stop (5) five minutes before their pick up time. Students will wait next to (but not in) the street, driveway or parking lot. Students must wait for the bus to come to a complete stop before approaching to board or standing to leave the bus.
5. Stay in your seat and face the front: Students will remain properly seated at all times and not block the center aisle.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times. No yelling or communicating out of an open window.
7. Scuffling, shoving, hitting, or fighting is prohibited on the bus and at designated bus stops. **Zero tolerance will be applied.** Students must keep all body parts and personal objects from contacting another student.
8. No spitting. No student shall cause their body fluids to make contact with other persons and/or common objects on the bus.
9. Littering or throwing items inside or from the bus is prohibited.
10. Students are not allowed to consume food or drink or tobacco products on the bus. (Exception: During extreme heat, drivers may allow students to consume water only.)
11. Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.
12. Students are not to engage in loud talking, yelling, using profanity, abusive or inappropriate language, displaying obscene gestures or gang signs. The bus driver may require any or all students to be silent on the bus.

13. Students are not to engage in verbal or physical behavior that constitute Sexual Harassment of another person.
14. Students shall comply with the Denton ISD dress code on all buses.
15. Students shall refrain from cell phone use or paging devices on bus (unless authorized by driver for emergency purposes).
16. Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, tobacco, fireworks, laser lights, etc.).
17. Band instruments or class projects are allowed on Denton ISD buses provided they can be held by the student (not taller than shoulder or seat high), fit in the seat with the student, do not interfere with the availability of seating for other students, and do not interfere with the safety of students or bus operation. In the event that any of these conditions exist, parents will be notified by Transportation that they must provide an alternate means of transporting their child's instrument and/or project to and from school.
18. Students are not to engage in any other conduct that disrupts the safe operation of the bus.
19. All Denton ISD Campus and Transportation policies and rules are enforceable within 300 feet of any DISD bus stop or campus.
20. The unauthorized use of cameras and recording devices are prohibited on school buses.

## **LOADING/UNLOADING THE BUS**

### **A. PROCEDURES FOR WAITING FOR THE BUS**

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

### **B. LOADING THE BUS**

1. Scuffling, shoving, hitting or fighting is prohibited on the bus and at designated bus stops. Zero tolerance will be applied. Student must keep all body parts and personal objects from contacting another student.
2. Use the handrail and steps.
3. Go directly to your seat and sit down. The bus will not move until all students are properly seated.
4. Any or all students may be assigned a seat.
5. Students must scan access cards while boarding the bus.

### **C. GETTING OFF THE BUS**

1. Stay seated until the bus is completely stopped.
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. Stay clear of the bus when the engine is running. Do not chase or hang on to the bus at any time.
5. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.
6. All students should exit the bus and immediately take several steps away from the bus.
7. It is the parents' responsibility to insure younger students are not left unattended at bus stops.
8. Students must scan access cards while exiting.

### **D. CROSSING THE STREET OR HIGHWAY**

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right corner of the bus and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road and never cross the road behind the bus.
4. CAUTION! Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

### **ACCIDENTS OR EMERGENCIES**

1. Follow the driver's directions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used in an emergency situation.
  - A. The student nearest the door will open the door and assist everyone in exiting.
  - B. Leave the bus in a single file as quickly and quietly as possible.
  - C. Evacuation will start with the seat closest to the door.
  - D. Once outside the bus, follow the driver's directions completely.



## EXTRACURRICULAR TRIPS

1. Bus rider rules apply to all school sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must return clean when returning from the trip.
4. UIL Participation Rules Apply.

## BUS DISCIPLINE PROCEDURES

**Bus Discipline Procedures—Riding a school bus that serves this district is a privilege.** The driver is recognized as the authority on the bus and has control over daily operations. The following procedures shall be followed when inappropriate behavior occurs on a bus serving a regular route or an extracurricular activity: **PLEASE NOTE: THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL DAY. ALL RULES AND GUIDELINES IN THE STUDENT CODE OF CONDUCT APPLY ON THE SCHOOL BUS.**

- a. The Assistant Director of Transportation shall be responsible for enforcing discipline on all buses. All transportation personnel are authorized to ensure the department and district discipline management guidelines are followed.
- b. The Assistant Director of Transportation or designee will investigate a student and contact parents by phone or mail if their child is involved in inappropriate behavior. If the consequences dictate a suspension, the parents will be notified by phone or home delivery of the suspension dates. **Parents of suspended bus riders are responsible for their transportation to and from school.**
- c. The bus driver will report misconduct to the Assistant Director of Transportation or designee using a Driver Safety Notice or Bus Safety Report. Copies of the Bus Safety Reports will be sent to the parent, building principal, and placed on file in the Transportation Department office.
- d. Students who violate bus safety rules will receive the following consequences:
  - First Violation – **Warning**—A Bus Safety Report is issued.
  - Second Violation – **Three day Suspension**—A Bus Safety Report is issued.
  - Third Violation – **Five day Suspension**—A Bus Safety Report is issued.
  - Fourth Violation – **Ten day Suspension**—A Bus Safety Report is issued.
  - Fifth Violation – **Thirty day Suspension**—A Bus Safety Report is issued.
  - Sixth Violation – **Indefinite**—Student will be suspended from the bus for the remainder of the school year.

**Severe Clause – If a student's conduct seriously jeopardizes the safety of the other students and/or the driver or engages in any illegal activity, a suspension will be immediately placed into effect.**

- e. Students who violate the Student Code of Conduct while under the jurisdiction of the Transportation Department will be referred to the appropriate campus administrator for additional assessment of discipline consequences.

**Video surveillance may be in operation on your child's bus to help in maintaining a safe and orderly bus. Federal law prohibits the school district from releasing the video to any member of the public except to law enforcement officials (Family Educational Rights and Privacy Act).**

## DISRUPTION OF TRANSPORTATION

Any student who disrupts the continuation of a bus route and forces the driver to stop the bus due to unsafe or illegal behavior may be guilty of disruption of public transportation. Suspension from the bus and/or fines may result.

### Education Code 37.126. Disruption of Transportation

- (a) Except as provided by Section 37.125, a person commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children to or from school or an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.
- (b) An offense under this section is a Class C misdemeanor.

## PARENTS BOARDING OR STOPPING BUSES

To insure the safety and security of all students on Denton ISD buses, parents may not board the bus at any time. Should you need to discuss an issue with the bus driver, please contact our office at (940) 369-0300. The driver has been instructed not to engage in discussions with parents on route to avoid route delays.

# **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT DISD ACCEPTABLE USE POLICY**

The Denton ISD Acceptable Use Policy applies to all users of Denton ISD's Electronic Communications Systems. Users include:

- Denton ISD employees
- Denton ISD students
- Contractors
- Consultants
- Student Teachers
- Temporary workers
- Any third parties that use the system

## **Student Acceptable Use Policy**

Denton ISD is pleased to offer students access to a computer network for file sharing, storage, printing, electronic mail and the Internet while at school. Additionally, the district provides online and cloud based resources such as Google Apps and Microsoft Office365.

Access to the Internet will allow students access to available online textbooks, explore thousands of libraries, databases, museums, and other repositories of information, and to collaborate with other students and classrooms both locally and globally.

Parents who prefer their child not to have computer access should send a request in writing to the campus principal. Educating minors about appropriate online behavior such as ethical use of information, interacting with other individuals on social networking websites, chat rooms and cyber bullying is required by law and will be addressed by Denton ISD campus staff such as Instructional Technology Specialists, Librarians, teachers and counselors.

The Denton ISD *Student Code of Conduct* applies to electronic interaction, just as it would in any face to face interaction. What is inappropriate in the classroom will be deemed inappropriate online.

It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources or personal computer resources used on district property. The students are advised never to access, keep, or send anything that they would not want their parents, teachers, or administrators to see.

## **Children's Internet Protection Act (CIPA)**

The **Children's Internet Protection Act (CIPA)** was enacted by Congress in 2000 to address concerns about **children's** access to obscene or harmful content over the Internet. CIPA imposes

certain requirements on schools or libraries that may receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

### **What CIPA Requires**

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21<sup>st</sup> Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- (a) access by minors to inappropriate matter on the Internet;
- (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- (c) unauthorized access, including so-called “**hacking,**” **and other unlawful activities by minors** online;
- (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (e) **measures designed to restrict minors’ access to material harmful to minors.**

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding. However, CIPA does not apply to schools and libraries receiving discounts for telecommunications service only. CIPA does allow for an authorized person to disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes and it does not require the tracking of Internet use by minors or adults.

Denton ISD complies with all CIPA requirements as found in the AUP, Board Policy CQ Local, and CQ Legal.

# Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The primary goal of COPPA is to place parents in control over what information is collected from their young children online.

The Rule was designed to protect children under age 13 while accounting for the dynamic nature of the Internet. The Rule applies to operators of commercial websites and online services (including mobile apps) directed to children under 13 that collect, use, or disclose personal information from children, and operators of general audience websites or online services with actual knowledge that they are collecting, using, or disclosing personal information from children under 13.

COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context.

For more information regarding COPPA, please visit <http://www.ftc.gov/> and search for COPPA.

## Monitored Use

**Electronic mail transmissions and any other use of the electronic communications system by students are not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.**

The district filters the Internet for objectionable material. However, families should be aware that some material might still contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the intentions of the district are to use Internet resources for constructive, educational goals, students may find ways to access other materials. Inappropriate use will be handled by campus administration. We believe the educational benefits, access to informational resources, and opportunities for global collaboration exceed the disadvantages. The district considers computer and guided Internet use a part of the instructional program just like a textbook.

## Bring Your Own Device

Denton ISD will grant all students permission to bring a personal web-enabled device from home to campus for their academic use. Student use of personally-owned devices in the classroom setting will be at the discretion of campus administration and/or classroom teachers.

When students are using web-enabled devices at school they will be required to use the DISD-Student or DISD-PUP filtered wireless network but will not have access to any district printers or district drives such as network folders. Network drives can only be accessed via district machines.

BYOD in Denton ISD is for educational purposes only. Students are not to capture, record, or post digital media (including video files, audio files, pictures, etc...) for non-educational purposes.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device. Identity theft is a growing problem. We recommend that any personally sensitive files (such as tax documents, social security information, bank records, etc.) are removed from any device before it is used on campus.

Users should not loan their device to someone else. The user is responsible for any content on the device regardless of how it originated. **Denton ISD is not responsible for lost, damaged, or stolen devices.**

Any dispute involving Acceptable Use of district or personal resources will be settled at the discretion of District personnel.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

### **Login Security**

It is the responsibility of the student to keep their district issued network and email account safe and secure. Do not share usernames, passwords or other account information. Report any suspected unauthorized use of their account to a teacher or district official immediately. Cyber-bullying and harassment will not be tolerated. Report any suspicious or threatening communication to a teacher or other district official immediately.

### **Student Email**

Email is a vital form of communication in the modern school, business world, and home. Denton ISD will provide all students with a monitored, filtered, school email account. Denton ISD student email complies with the Children's Internet Protection Act through the use of active content filtering and faculty monitoring. District issued email accounts are for educational purposes only.

Failure to comply with the AUP of Denton ISD can result in restrictions being placed upon the accounts, loss of access, and possible disciplinary consequences. Parents can opt out by written request to campus administration.

### **Student Email Use Guidelines**

Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of accounts for classroom web-based tools, such as blogs, wikis, podcasts, etc.
- Correspondence with students/partners in collaborative class activities such as pen pals

Student email accounts should not be used for:

- Unauthorized personal communication
- Bullying or harassment of other students
- Forwarding chain mail, spam or commercial content
- Sending inappropriate or immoral content or language
- Registering for any personal internet account

## **Email Privacy**

District issued email accounts are the property of Denton ISD. All email is monitored and filtered at all times. Students should not expect their email to be private.

## **Social Media in the Classroom**

Online communication is critical to students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. The use of blogs, wikis, chat rooms, podcasts or other web 2.0 tools is an extension of a classroom and school. What is inappropriate in the classroom is inappropriate online.

1. Be aware of what you post online. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the Denton ISD Student Code of Conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone.
4. Do your own work! Do not use other people's intellectual property without their permission.  
*It is a violation of copyright law to copy and paste other's works.*
5. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
6. How you represent yourself online is an extension of yourself.
7. If you run across inappropriate material, material that makes you feel uncomfortable, or is not respectful, tell your teacher or other district personnel immediately.
8. For your safety and protection we encourage you to follow these Social Media guidelines outside of school as well as during the school day.

## **Posting Policies**

Denton ISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work
- Pictures, audio or video of student (alone or in a group)
- Student first and last names

## **Inappropriate Materials or Language**

A good rule to follow is never view, send, or access materials which you would not want your teachers, parents or administrators to see. Should students encounter profane, objectionable material by accident, they should report it to their teacher or administrator immediately. Any assumed violation will be reported to the appropriate district administrator and the user's privilege revoked until the violation is reviewed by the appropriate district administrator.

## **General Guidelines for Using Technology**

1. I understand the Denton ISD Student Code of Conduct applies to electronic interaction, just as it would in any face to face interaction. What is inappropriate in the classroom is inappropriate online.

2. I understand that **passwords are private**. I will not allow others to use my account name and password, nor will I use other account names and passwords.
3. I will be polite and use appropriate language in my electronic mail messages, multiuser role-playing and/or virtual learning environments, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities, or any other inappropriate language as determined by school administrators.
4. I will use electronic mail and other means of communications such as blogs, wikis, podcasting, chat, instant-messaging, discussion boards, and virtual learning environments responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. I understand that I represent the school district in all my online activities. I understand that what I do on social media websites such as MySpace and Facebook should not reflect negatively on my fellow students, teachers, or on the District.
6. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify a teacher or administrator immediately if I encounter materials which violate appropriate use.
8. I will use technology resources productively and responsibly for school-related purposes.
9. I will refrain from attempting to bypass, hack, or circumvent security settings or Internet filters, or interfere with the operation of the network by installing software or web-based services.
10. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
11. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
12. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use and for the purpose designated by my teacher.
13. I will follow all guidelines set forth by the District and/or my teachers when publishing schoolwork online such as a website, blog, wiki, discussion board, podcasting or video server.
14. I understand the Internet is a source for information that is both true and false and that the school is not responsible for inaccurate information obtained from the Internet.
15. I understand that district and/or campus administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
16. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.
17. I understand and agree that Denton ISD may access my web-enabled device at any time to determine whether there has been a violation of the AUP.

18. I understand that any reported assumed violation of the Student Acceptable Use Policy will be judged by the appropriate district administrator. I also understand that any or all of my privileges may be revoked at any time until the appropriate administrator reviews the concern or violation and makes a ruling.
19. Students should never download or install any software or applications onto network drives or disks. Any assumed violation will be reported to the appropriate district administrator and the user's privilege revoked until the concern of violation is reviewed by the appropriate district administrator.
20. I understand that any dispute involving the Acceptable Use Policy will be settled at the discretion of the school or district administrator that is responsible for student discipline. Failure to abide by Denton ISD's Acceptable Use Policy could result in suspending online privileges and district issued accounts, disciplinary and/or legal action.

### **Disclaimer of Liability**

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

**Any dispute involving Acceptable Use of district or personal resources will be settled at the discretion of District personnel.**

### **STUDENT AUP RESOURCE MATERIAL - BOARD POLICY CQ (LOCAL)**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees in accordance with administrative regulations. Access to the District's electronic communications system is a privilege, not a right.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations and guidelines may result in suspension or termination of privileges and other disciplinary action consistent with District Policies. [See DH, FNC, CQ, FO, and the Student Code of Conduct]

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See CQ]

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff.



The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

## **Training**

Denton ISD will provide training to users in proper use of the system and will provide all users with copies of the Denton ISD Acceptable Use Policy. All Denton ISD training for the system will emphasize its ethical use.

## **Copyrighted Materials**

Copyrighted software or data may not be installed on the system without permission from the holder of the copyright. Only the owner of the copyright (or individuals the owner specifically authorizes in writing) may upload copyrighted material to the system.

## **Internet Safety**

Denton ISD will use technology protection measures to prevent users and students from accessing pornography or other material deemed harmful to minors. Technology Protection Measures are defined as specific technologies that block or filter Internet access to inappropriate content. Inappropriate content is defined as:

- Obscene, as defined in section 1460 of title 18, United States Code.
- Child pornography, as defined in section 2256 of title 18, United States Code.
- Harmful to minors (including websites about violence, racism/hate).
- Disruptive to learning in the classroom (including sites with non-educational games).
- Inappropriate for minors (including websites that contain hacking instructions, Web email, Adware, Spyware, SPAM Internet fraud and scams and any other areas deemed inappropriate as determined by the campus administrator).
- Harmful to the technology protection measure (including websites with proxy servers that can be used to bypass the filters).
- Illegal (including piracy websites).
- Personal Web spaces should not identify the user's relationship to Denton ISD.
- Controls on the technology protection measures may be updated daily. Sometimes the controls may prevent access to sites needed for educational or administrative use. If a user needs to access a blocked site, they may submit a HEAT ticket to have the website reviewed.

## **Responsibilities**

The Superintendent will designate a district-level administrator to:

- Disseminate and enforce acceptable use policies and guidelines at the district level.
- Ensure that all users read and sign an agreement to abide by Denton ISD's policies and guidelines regarding use of the system.
- Have campus personnel store student signed agreements (electronic or handwritten).
- Monitor activity on the system (as needed).  
Establish a retention schedule for messages on any electronic bulletin board.  
Remove local messages that are inappropriate.
- Set limits for disk utilization and mailbox sizes on Denton ISD's system.

Principals will designate campus-level coordinators to:

- Disseminate and enforce acceptable use policies and guidelines at the campus level.
- Ensure that teachers adequately supervise their students and are responsible for their students' use of the system.
- Ensure that teachers who supervise students provide training to students that emphasize appropriate use of the system.

## **Cyberbullying and Harassment**

Threatening, harassing, and/or bullying others using electronic means to include the Internet and/or mobile technology is strictly prohibited.

## **Vandalism and Abuse**

Vandalism is activity that intends to harm or destroy any part of the system, another user's data, or any agencies or network connected to the Internet or using any means to possess vandalism tools on network drives, pen drives, removable media, or the local computer.

Vandalism includes deliberate attempts to degrade or disrupt system performance. Vandalism includes, but is not limited to:

- Denials of Service (DOS) attacks
- Distributed Denial of Service (DDoS) attacks
- Uploading or creating viruses
- Using keystroke recording systems
- Loading Spyware or Adware
- Using port scanners or other tools to do network reconnaissance
- IP spoofing
- Man-in-the-Middle attacks
- Traffic sniffing
- Using any other tools to hack into or spy on the system

Vandalism is strictly prohibited and vandals will lose access to the system and must provide restitution for hardware and software costs associated with system restoration. Vandals may be prosecuted under applicable state and federal laws. Denton ISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to vandalism of Denton ISD's system, any other system or any investigation of misuse.

## **Email Abuse**

Attempts to read, delete, copy, or modify the electronic mail of other users or deliberate interference with the ability of other system users to send/receive email is prohibited. Forgery or attempted forgery of email is prohibited.

## **Plagiarism**

Copying any content from the Internet or the system that doesn't belong to the user and claiming that the content is the property of the user is prohibited. Users must cite the source when including content from the Internet or the system.

### **Third Party Content**

Users and parents of students with access to the system should be aware that users and students might access other systems in the global network that may contain inaccurate and/or objectionable material. Any student or employee who brings prohibited materials into the system is subject to suspension, revocation of access, and is subject to disciplinary action in accordance with the *Student Code of Conduct*.

### **Revocation of Access**

If any user violates the Acceptable use Policy, Denton ISD may suspend the user's access to the system. Denton ISD will terminate the user's accounts on the date the principal or Denton ISD administrator receives notice of student withdrawal or revocation of system privileges, or on a future date if specified in the notice.

### **Disclaimers**

**System Access:** Access to the system is provided on an "as is, available" basis. Denton ISD does not make any warranties with respect to any services provided by the system and about any information or software contained on the system. Denton ISD does not guarantee that the functions or services performed by, or that the information of software contained on the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

**User Information:** Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system belong to the providers and not Denton ISD.

### **Liability**

Denton ISD is not liable for inappropriate use of Denton ISD's system or violations of copyright restrictions, mistakes or negligence caused directly or indirectly by users, or costs that users incur. Denton ISD is not responsible for ensuring the accuracy or usability of any information on the Internet.

## Denton ISD Academic Integrity Policy

Academic integrity is an essential element to the Denton Independent School District's philosophy and practice of promoting academic excellence. For an academic institution to be successful, an honor code and consequences for violating the honor code must be established. Indeed, once the student is in a university, college, or workplace, any form of dishonesty will result in serious penalties, including automatic course failure and expulsion, losing your job, etc. Cheating, dishonesty, and plagiarism will not be tolerated in Denton Independent School District.

Cheating includes, but is not limited to, the following examples:

- Taking, stealing, and/or using an assignment from someone else and submitting it as one's own.
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assessment.
- Unauthorized use of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of "crib/cliff notes" on your person, an object, or programmed within graphing calculators, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.
- Giving answers to another student for an assignment or exam.

Dishonesty includes, but is not limited to, the following examples:

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from research which was never performed.

Plagiarism includes, but is not limited to the following examples:

- Directly quoting or paraphrasing all or part of another's written or spoken words without notes or documentation in the body of a work.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any other manner a term paper or other assignment that is the work of another person and submitting that assignment as the student's own work
- Repeating information, such as statistics or demographics, which is not common knowledge and which was originally compiled by another person.

**Plagiarism is defined in *Webster's New International Dictionary of the English Language* as:**

“To steal or purloin and pass off as one's own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions or productions of another.”

**The *MLA Style Manual and Guide to Scholarly Publishing* further defines plagiarism as:**

“Forms of plagiarism include the failure to give appropriate acknowledgments when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. You may certainly use other person's words and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases, but also information and ideas.”

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: The Modern Language Association of America, 1998.

**[Plagiarism.org](http://www.plagiarism.org) indicates:**

“Plagiarism is the improper use of, or failure to give credit to another person's writing, visual or musical representation, or ideas. It can be an act as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.”

## Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
1st	1. Document suspected or observed cheating/dishonesty/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	<p>If the teacher concludes that cheating/plagiarism has occurred:</p> 3. Mandatory contact with parent <ul style="list-style-type: none"> <li>• Document the contact</li> <li>• Identify consequences administered</li> </ul>	Classroom Teacher Campus Administrator	<ul style="list-style-type: none"> <li>• Mandatory resubmission of assignment or assessment after meeting specific criteria in order to qualify to resubmit or reassess.</li> <li>• Possible 1 day in ISSC</li> <li>• Place documentation in <i>Academic Integrity Folder</i> within the <i>Discipline Folder</i></li> </ul>
	4. Inform the following campus staff: <ul style="list-style-type: none"> <li>• Academic Instructional Leader (Department Chair)</li> <li>• Student's assigned assistant principal</li> <li>• Coach(s) – specific to student's involvement</li> <li>• Sponsor(s) – specific to student's involvement</li> <li>• National Honor Society</li> </ul>	Classroom Teacher	
	5. Place documentation in the student's <i>Academic Integrity Folder</i> until the end of the academic school year.	Classroom Teacher	

## Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
2nd	1. Document suspected or observed cheating/dishonesty/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	If the teacher concludes that cheating/plagiarism has occurred: 3. Mandatory contact with parent <ul style="list-style-type: none"> <li>• Document the contact</li> <li>• Set up a meeting</li> </ul>	Classroom Teacher	
	4. Mandatory meeting; bring copies of <ul style="list-style-type: none"> <li>• Documentation of work in question</li> <li>• DISD Academic Integrity Policy</li> </ul>	Classroom Teacher Department Chair Parent Student Assistant Principal Counselor	<ul style="list-style-type: none"> <li>• Mandatory resubmission</li> <li>• Additional days in ISSC</li> <li>• Possible removal from Pre-AP/AP course in which the offense occurred</li> <li>• Documentation in <i>Academic Integrity File</i></li> </ul>
	5. Inform the following campus staff: <ul style="list-style-type: none"> <li>• Coach(s) – specific to student’s involvement</li> <li>• Sponsor(s) – specific to student’s involvement</li> <li>• National Honor Society</li> </ul>	Classroom Teacher	
	6. Place documentation in the student’s <i>Academic Integrity Folder</i> until the end of the academic school year.	Classroom Teacher	

## Denton ISD Academic Integrity Policy

Consequences for cheating/plagiarism are as follows:

Offense	Process	Person Responsible	Consequence(s)
<b>3rd</b>	1. Compile evidence of suspected or observed cheating/plagiarism.	Classroom Teacher	
	2. Conference with student and determine whether or not cheating/plagiarism has occurred.	Classroom Teacher	
	If the teacher concludes that cheating/plagiarism has occurred: 3. Mandatory contact with parent <ul style="list-style-type: none"> <li>• Document the contact</li> <li>• Set up a meeting</li> </ul>	Classroom Teacher	
	4. Mandatory meeting; bring copies of <ul style="list-style-type: none"> <li>• Documentation of work in question,</li> <li>• DISD Academic Integrity Policy, and</li> <li>• Consequences to be administered</li> </ul>	Classroom Teacher Department Chair Parent Student Assistant Principal Counselor	<ul style="list-style-type: none"> <li>• Mandatory resubmission</li> <li>• Suspension</li> <li>• Removal from Pre-AP/AP course in which the offense occurred</li> <li>• Possible ineligibility for any extra-curricular activities</li> <li>• Documentation in Academic Integrity Folder</li> </ul>
	5. Inform the following campus staff: <ul style="list-style-type: none"> <li>• Coach(s) – specific to student’s involvement</li> <li>• Sponsor(s) – specific to student’s involvement</li> <li>• National Honor Society</li> </ul>	Classroom Teacher	
	6. Place documentation in the student’s <i>Academic Integrity Folder</i>	Classroom Teacher	

This document was compiled based upon the honor codes and definitions of academic integrity from the following:

*Academic Integrity: What Every Aggie Needs To Know.* Texas A&M University. 25 Oct 1996. 7 Feb 2004.

Beaconsfield High School Department of English. *Plagiarism Policy.* 24 Nov 2000. 7 Feb 2004.

High School in the Community. *High School in the Community Plagiarism Policy.* 7 Feb 2004.

Oxnard High School English Department. *Plagiarism Policy.* 7 Feb 2004.

Staples High School. *Academic Integrity Policy: Regarding Plagiarism .* 5 Dec 2001. 7 Feb 2004.

*Student Press Review.* “Mass. High School’s Policy Clearly Defines Plagiarism and Consequences.” Columbia Scholastic Press Association: Columbia University, 2001. 7 Feb 2004.

Tipton High School. *Tipton High School: Honor Code.* 7 Feb 2004.

Washington Township Public Schools. “Plagiarism.” 23 Oct 2003. 7 Feb 2004.



**INSERT 2014-2015 School Calendar**