

# LLANO INDEPENDENT SCHOOL DISTRICT

## 2011-2012 STUDENT CODE OF CONDUCT

APPROVED BY LLANO INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES

### General Overview

Purpose: The Board of Trustees adopted this Student Code of Conduct (SCC) to promote a safe, secure, and optimal learning environment for all students. Inside you will find information regarding:

- The District-wide discipline management plan,
- A description of prohibited conduct,
- The disciplinary options, methods, and consequences for preventing and addressing student misconduct, and
- The process the District will follow when administering disciplinary consequences.

If there is a conflict between the SCC and the Student Handbook, the terms of the SCC will control. In case of conflict between a Board policy or the SCC and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.

**ADDITIONAL RULES:** Students may be subject to campus, classroom, extracurricular, and/or organization rules in addition to those found in the SCC. Students may face consequences under these additional rules as well as possible disciplinary action under the SCC. Further, to the extent a student engages in misconduct that is not specifically addressed in the SCC, the student may still be disciplined if the misconduct disrupts or interferes with the educational process, learning environment, or school safety.

**GENERAL STANDARDS OF STUDENT CONDUCT:** In order to promote a positive experience for all students, the District expects students to adhere to seven basic standards of conduct: (1) exercise self-control, self-respect, and self-discipline, (2) demonstrate a positive attitude, (3) respect the rights and feeling of others, (4) respect school property, (5) support the learning process, (6) adhere to rules, and (7) promote a safe environment. Because of significant variations in student conduct, it is not always possible for the SCC to address each and every act of student misbehavior. To that end, the District retains discretion to address student misconduct that is inconsistent with these seven standards even though the conduct may not be specifically included in the SCC.

**NOTICE OF DISCIPLINARY ACTION:** Teachers and administrators strive to notify parents/guardians of student conduct concerns as they occur. The campus administrator will contact the parent/guardian by phone or in writing within three school days of becoming aware of misconduct that may result in out-of-school suspension, DAEP placement, or expulsion from school. Failure to send any notice within this time period or as noted elsewhere in the SCC does not preclude imposing a discipline consequence.

**ANTI-DISCRIMINATION:** The District does not discriminate against students on the basis of race, sex, national origin, disability, religion, color, or ethnicity when enforcing the provisions of the SCC.

**DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS:** Students eligible for services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are subject to discipline in accordance with those laws. For more information about those specific procedures, please contact Sheila White. A student enrolled in a special education program may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting is conducted.

**DISCIPLINE APPEALS:** Appeals of disciplinary measures should be directed to the student teacher or campus administrator, as described in local District policy FNG. Depending on the disciplinary consequence assigned, different complaint procedures may apply. A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.Llanoisd.org/index.pl?id=2870&isa=Category&op=show>. Timelines for filing appeals stated in the policy will be enforced. Disciplinary consequences will not be delayed or deferred pending the outcome of an appeal.

**EFFECT OF STUDENT WITHDRAWAL:** Withdrawal from school after a student has been accused of a violation of the SCC will not prevent the District from investigating the alleged violation and, if it is determined that a violation did occur, assessing the appropriate disciplinary consequence and enforcing that consequence should the student re-enroll in the District.

### SCOPE OF THE DISTRICT'S DISCIPLINARY AUTHORITY

**GENERAL AUTHORITY:** In addition to the disciplinary authority established for certain types of offenses as described within the SCC, the District has general disciplinary authority over a student at the following times:

- At any time during the school day
- While traveling to and from school or school activities on District transportation
- While attending any school-sponsored or school-related activity, regardless of time or location
- As provided in extracurricular or organization handbooks, by-laws, or constitutions
- During lunch periods, including those in which a student leaves the campus
- While on school property
- For any school-related misconduct, regardless of time or location
- Other off campus conduct as permitted by Chapter 37 of the Texas Education Code
- For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line.
- If the student is a registered sex offender

**SEARCHES:** A student's clothing, personal property, method of transportation, or school property used by the student (such as lockers or desks) may be searched when there is reasonable cause to believe the search will reveal articles or materials prohibited by the District. Students are responsible for ensuring that any personal property, method of transportation, or school property used by the student does not contain prohibited items. Students may be disciplined for possession of prohibited items discovered during a search. For more information about searches, please review the District's Student Handbook and local policy FNF.

**CRIMINAL CONDUCT:** School administrators will report crimes as required by law and may contact local law enforcement regarding suspected criminal activity. Certain acts of misconduct may constitute criminal offenses in addition to violations of the SCC. Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceeding.

## DISCIPLINE CONSIDERATIONS & TECHNIQUES

**DISCIPLINE CONSIDERATIONS:** Using their professional judgment, District employees will consider a variety of factors when administering disciplinary consequences and determining the duration for the consequence, including but not limited to:

- The degree of severity and the risk of danger
- The effect of the misconduct
- The age and grade level of the student
- The student's disciplinary history
- Legal requirements
- The frequency of the misconduct
- The student's demeanor
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct to the extent required by state and federal law

When deciding to order the out-of-school suspension, DAEP placement, expulsion, or placement in JJAEP of a student the District will also consider: (1) self-defense (see definition), and (2) the student's intent (see definitions) or lack of intent at the time of the misconduct.

**DISCIPLINE MANAGEMENT TECHNIQUES:** Discipline is designed to correct student behavior and encourage students to comply with school rules. The District may use any one or a combination of the following strategies or techniques to manage student behavior, prevent or intervene in discipline problems, or address violations of the SCC or campus or classroom rules:

- Verbal correction
- Seating changes
- Parent conference
- Removal from the classroom
- Contracts to modify student behavior
- Sending the student to the office or other area
- Assignment of school-related tasks or duties
- Other methods and consequences as stated in the SCC
- Calming-down time
- Demerits or rewards
- Confiscation of the items
- School probation

- Restitution or restoration
- Transfer to a different classroom or campus
- Loss or restriction of privileges, including transportation privileges, participation or membership in co-curricular or extra-curricular activities, and seeking or holding honorary positions
- Counseling
- In-school suspension
- Out-of-school suspension
- Disciplinary Alternative Education Program (DAEP)
- Expulsion
- Consequences identified in co-curricular or extra-curricular codes of conduct, constitutions, or by-laws
- Grade reductions
- Detention
- Corporal punishment

## **GENERAL TYPES OF PROHIBITED CONDUCT**

Misconduct identified in the list of prohibited behaviors below will result in the assignment of one or more "Discipline Management Techniques" if the behavior is committed at school, a school-sponsored or school-related activity, or when the District has "Disciplinary Authority" as described in the SCC.

### **MISCONDUCT INVOLVING OTHERS:**

- Fighting (see definitions) or scuffling that does not result in physical pain, illness, or any impairment of a physical condition
- Horseplay, roughhousing, and other playful behavior that, though not intended to harm, presents a reasonable risk of harm and threatens the safety of others.
- Engaging in conduct that can cause bodily injury (*see definitions*) or property damage
- Forcing an unwilling person to act or not act or obtaining money or another object of value from an unwilling person through duress, threats, force, extortion, coercion, or blackmail
- Subjecting a student or District employee, official, or volunteer to physical confinement or restraint
- Bullying (*see definitions*)
- Name-calling, ethnic or racial slurs, or derogatory statements that school employees reasonably believe could substantially disrupt the school environment or incite violence
- Adding any substance, whether harmful or not, without permission to any food or beverages belonging to, in the possession of, or meant to be consumed by another student or District employee, official, or volunteer
- Engaging in harassment (*see definitions*) toward another student or a District employee, official, or volunteer, including harassment motivated by race, color, religion, national origin, disability, sex, or age
- Engaging in sexual harassment (*see definitions*) or sexual abuse
- Inappropriate verbal (oral or written), physical, or sexual contact toward another student or a District employee, official, or volunteer regardless of whether it is consensual
- Consensual hugging, touching, or other displays of affection that interfere with, detract, or disrupt the school environment
- Engaging in physical, sexual, verbal, or emotional abuse as a means to harm, threaten, intimidate, or control another person in a dating relationship
- Engaging in oral or written threats to cause harm or bodily injury (see definitions) to another student, a District employee, official, or volunteer, or school property, including threats made using the Internet or other computer resources at school. Students may be disciplined for threats made outside of school, including website or internet postings, if the threat causes a materials or substantial disruption at school.
- Wrongfully obtaining and using another person's identifying information or personal data without permission in order to mislead, defraud, or deceive
- Hazing (see definitions)

### **POSSESSING, USING, GIVING, SELLING, OR BUYING PROHIBITED ITEMS:**

- Matches or a lighter
- Tobacco products
- Fireworks or any other pyrotechnic device
- Smoke or stink bombs
- Laser pointers (unauthorized use)
- Pepper spray or other small chemical dispenser sold commercially for personal protection
- "Look-alike" drugs or items attempted to be passed off as drugs, including non-prescription drugs, medications, or herbal or dietary supplements except as permitted by District policy

- Razor blades, box cutters, or chains
- Knives with a blade 3" or less
- Fake or "look-alike weapons"
- Poisons, caustic acids, or other materials that may be toxic to the human body
- BB gun, air gun, or stun gun
- Ammunition, shells, gunpowder or bullets
- Material that is sexually-oriented, pornographic, or reveals a person's private parts
- Material, including published or electronic items, that promotes or encourages illegal behavior or could threaten school safety
- Articles not generally considered to be weapons when the administrator determines that a danger exists or when used in a way that threatens or inflicts bodily injury to another
- CD or DVD players, cassette players, electronic games, MP3 players, stereo head sets, or other electronic equipment for other than approved use
- Using, displaying, or having in operational mode a paging device, cellular telephone, or telecommunications device (*see definitions*) at school during the school day

#### MISUSE OF PROPERTY

- Stealing from others, including the District
- Committing or assisting in a robbery, theft, or burglary that is not punishable as a felony
- Damaging, destroying, or vandalizing property owned by others or the District
- Marking District property such as textbooks, lockers, furniture, or equipment with graffiti, tagging, or by other means
- Attempting to start or starting a fire on or in any property owned, used, or controlled by a student, the District, or District employees, officials, or volunteers that does not rise to the level of arson or criminal mischief

#### SAFETY/DISRUPTION

- Threatening to use or exhibit a firearm
- Discharging a fire extinguisher, pulling a fire alarm, calling 911, or causing the sprinkler system to activate when there is no smoke, fire, danger, or emergency
- Making or participating in false statements or hoaxes regarding school safety
- Engaging in misbehavior, actions, or demonstrations that substantially disrupt or materially interfere with school activities or that give school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Making false accusations or providing false statements concerning wrongful, unlawful, inappropriate, or illegal conduct alleged to have been committed by another student or District employee, official, or volunteer
- Throwing objects that can cause bodily injury or property damage

#### TECHNOLOGY

- Sending or posting electronic messages that are abusive, obscene, sexually oriented, harassing, illegal, or that cause a material or substantial disruption at school
- Using any device to copy or capture an image or the content of any District materials (such as tests or exams) without permission of a teacher or an administrator
- Making, participating in the making of, transmitting to another via an electronic device, or posting to the Internet a digital video or audio recording of an actual or simulated act that involves conduct prohibited by the Code of Conduct. (Students who are not involved in the prohibited conduct will not be disciplined under the provisions so long as they report the incident, and do not provide a copy of the recording to anyone other than the law enforcement or school employees.)
- Using any device or technology that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or to record the voice or image of another without the prior consent of the individual being recorded
- Using any device or technology that permits recording the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting)
- Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another
- Using email, websites, or electronic devices to encourage illegal conduct, violations of the SCC, or to threaten school safety
- Attempting to or successfully accessing or circumventing passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means
- Attempting to or successfully altering, destroying, interrupting, or disabling District computer equipment, District data, the data of other users of the District's computer system, or other networks connected to the District's system, including uploading or creating computer viruses, worms, or other harmful material
- Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website

- Engaging in any of the above forms of technological misconduct outside of school when such conduct causes a material of substantial disruption at school as determined by the school officials

#### **FAILURE TO FOLLOW RULES:**

- Violating dress and grooming criteria
- Being insubordinate or otherwise failing to comply with lawful directives given by school personnel
- Attempting to or successfully evading, avoiding, or delaying questioning by a District employee
- Failing to provide proper identification upon request of a District employee
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Failing to immediately report to a school employee knowledge of a device, object, substance, or event that could cause harm to self or others
- Unexcused tardiness to class
- Skipping school or class without the District's or parent/guardian's permission
- Leaving class, the campus, or school events without the District's or parent/guardian's permission
- Violating rules for conduct on school transportation
- Violating rules for operating or parking a motor vehicle on school property
- Violating policies or rules for computer use, Internet access, technology, or other electronic communications or imaging devices
- Violating the District's medications policy regarding prescription and over-the-counter drugs
- Academic dishonesty, including cheating, copying the work of another, plagiarism, or unauthorized collaboration with another person in preparing an assignment
- Failure to comply with guidelines applicable to student speakers who are speaking at school-sponsored or school-related events
- Violating other campus or classroom rules for behavior or district policies

#### **OTHER MISCONDUCT:**

- Using profanity, vulgar language, or obscene gestures
- Loitering in unauthorized areas
- Falsifying, altering, forging, or destroying school records, passes, other school-related documents, or documents presented to the District employees
- Attempting to violate or assisting, encouraging, promoting, or attempting to assist another student in violating the Code of Conduct
- Gambling or betting money or other things of value
- Inappropriate exposure of a student's private body parts which are ordinarily covered by clothing, including through acts as mooning, streaking, or flashing

### **REMOVAL FROM CLASSROOM BY TEACHER**

**ORDINARY TEACHER REMOVAL:** A teacher may send a student to the administrator's office to maintain discipline in the classroom or when the student engages in behavior that violates the SCC. The administrator may use one or more discipline management techniques to address the behavior.

**FORMAL TEACHER REMOVAL:** A teacher may remove a student from class when:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach or with learning of other students; or
- The behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach or with the learning of other students.

A teacher must remove a student from class if the student engages in conduct that requires or permits DAEP placement or expulsion under the Texas Education Code.

**PLACEMENT DURING REMOVAL:** When a teacher utilizes a formal removal of the student from the classroom, the administrator may place the student in: (1) another appropriate classroom, (2) in-school suspension, (3) out-of-school suspension, or (4) DAEP.

**PROCEDURES FOR TEACHER REMOVAL:** No later than three days after a teacher has formally removed a student from class, an administrator will schedule a conference with the administrator, the student's parent/guardian, the student, and the teacher. At the conference, the student will be provided an explanation of the basis for removal and be given an opportunity to respond. After the conference, the administrator will render a discipline decision and inform the student and parent/guardian of the consequences.

**RETURN TO THE CLASSROOM:** If the teacher removed the student from class because the student engaged in assault resulting in bodily injury, aggravated assault, sexual assault, or aggravated sexual assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent. In other cases where the teacher initiates a formal removal,

the student may only 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.

### **IN-SCHOOL SUSPENSION (ISS)**

**REASONS FOR ISS:** Students may be placed in ISS for any misconduct listed in any category of SCC.

**PROCEDURE FOR ISS:** The student will be informed of the reason for placement in ISS and be given an opportunity to respond before the administrator's decision is final. While in ISS the student will complete assignments from his or her teacher.

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

**REASONS FOR OSS:** Students may be suspended from school for any misconduct listed in any category of the SCC.

**PROCEDURE FOR OSS:** The student will be informed of the reason for out-of-school suspension and be given an opportunity to respond before the administrator's decision is final. While the student is suspended, the administrator may place restrictions on the student's participation in school-sponsored or school-related activities. Students may be suspended for a maximum of three school days per behavior violation.

### **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

#### **REASONS FOR MANDATORY DAEP PLACEMENT:**

**School Related.** A student must be placed in DAEP for any of the following misconduct if committed while on school property, within 300 feet of school property as measured from any point on the schools' 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 definitions*) resulting in bodily injury (*See definitions*) to another.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (*See definitions*), a dangerous drug (*See definitions*), or an alcoholic beverage (*See definitions*) in any amount not punishable as a felony. Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the conduct is not punishable as a felony. Student will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Engages in an offense relating to abusable volatile chemicals (*See definitions*). Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Engages in public lewdness (*See definitions*).
- Engages in indecent exposure (*See definitions*).
- Possesses or uses a knife with a blade over 3" up to 5.5"
- Engages in expellable conduct if the student is between six and nine years of age.
- Engages in a federal firearm offense if the student is six years of age or younger.

**Off-Campus.** A student must be placed in DAEP for the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The student receives deferred prosecution for a Title 5 (*See definitions*) felony offense.
- A court or jury finds the student engaged in delinquent conduct for a Title 5 felony offense.
- The administrator reasonably believes that the student engaged in a Title 5 felony offense.

**Regardless of Location.** A student must be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Issues a false alarm or report (*See definitions*) or a terroristic threat (*See definitions*) involving a public school. Students will be expelled for the 2<sup>nd</sup> infraction occurring in the same school year.
- Retaliates (*See definitions*) against any school employee.
- Is involved with a public school fraternity, sorority, secret society, or gang (*See definitions*), including participating as a member or pledge, or soliciting another person to become a member or pledge.
- Is involved with a criminal street gang (*see definitions*) or encourage, solicits, enables, or causes another to become a member of a criminal street gang.
- Engages in criminal mischief if the damage is less than \$1,500.
- Is a registered sex offender (*See definitions*) under court supervision, probation, community supervision, or parole.

Students who are: (1) convicted of continuous sexual abuse of a young child or children; or (2) convicted, receive deferred adjudication or deferred prosecution, been found to have engaged in delinquent conduct or conduct in need of supervision, or been placed on probation for either sexual assault or aggravated sexual assault against another student assigned to the same campus at the time the offense occurred will be placed in DAEP (or JJAEP as appropriate) on the request of the victim's parents if the victim student does not wish to transfer, and there is only one campus servicing that grade level. Placement in this circumstance may be for any length of time considered necessary.

#### **REASONS FOR DISCRETIONARY DAEP PLACEMENT**

**School Related.** A student may be placed in DAEP for any of the following misconduct if committed while on school property, 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:

- Possessing, giving, buying or selling less than a usable amount of stems, seeds, or other pieces of marijuana.
- Possessing, using, selling, buying, or giving paraphernalia (*See definitions*) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
- Abusing the student's own prescription drug or using it in a way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person's prescription drug.
- Preparing a hit list (*See definitions*).
- Committed any offense including in the list of "General Types of Prohibited Misconduct" in this SCC.
- Engaging in serious (*See definitions*) or persistent (*See definitions*) misbehavior that violates this SCC.

**Off-Campus.** A student may be placed in DAEP for engaging in the following misconduct while off-campus and not in attendance at a school-sponsored or school-related activity:

- The administrator reasonably believes the student engaged in conduct punishable as a felony (other than a Title 5 felony), and the student's continued presence in the regular classroom is a threat to the safety of others or is detrimental to the educational process.
- Off-campus conduct for which DAEP placement is required by state law when the administrator does not learn of the conduct until more than a year passes after the conduct occurred.

**Regardless of Location.** A student may be placed in DAEP if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- If the student is a registered sex offender (*See definitions*) who is not under any form of court supervision. A registered sex offender who is not under any form of court supervision will be placed in regular classes if the student is not a threat to the safety of others, is not detrimental to the educational process, and such placement is not contrary to the best interests of the District's students.
- Engages in criminal mischief if the damage is less than \$500.

#### **EMERGENCY DAEP PLACEMENT:**

An administrator may order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, the learning of other student's or the operation of a school-related or a school-sponsored activity. The reason for emergency placement must also be a reason for which DAEP placement could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action.

No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP; see below.

#### **PROCEDURE FOR DAEP PLACEMENT:**

**Conference.** No later than three school days after the student is removed from class, the administrator will schedule a conference with the administrator, the student's parent/guardian, and the student. The District may conduct the conference and make a discipline decision regardless of whether the student or the student's parent/guardian attends if the District made reasonable attempts to have them attend.

At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident.

If during the term of DAEP placement the student engages in additional misconduct, additional conferences may be conducted and additional discipline may be imposed.

**Interim Placement.** Until a placement conference can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension. The student may not be returned to the regular classroom pending the placement conference.

**DAEP Placement Order.** If the outcome of the conference is to place the student in DAEP, the administrator will issue a DAEP placement order. If the length of the placement differs from the guidelines included in the SCC, the DAEP placement order will give notice of the inconsistency.

A copy of the DAEP placement order will be sent to the student and the student's parent/guardian. For those students placed in DAEP for a reason identified in the Texas Education Code, the District will also send the juvenile court a copy of the DAEP placement order no later than the second business day after the placement conference. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.

#### **LENGTH OF DAEP PLACEMENT:**

The length of a student's placement in DAEP will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory DAEP placements will result in placement for up to 180 school days. Discretionary DAEP placements will result in placement for up to 180 school days. The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat, or (2) extended placement is in the best interest of the student.

In order for a day to count toward the DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the SCC.

Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, the 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 definitions) that violates the SCC.

If the DAEP placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

#### **PARTICULAR RULES FOR REGISTERED SEX OFFENDERS:**

The general SCC rules for DAEP placement apply to registered student sex offenders (*See definitions*) except as modified in this section.

**Placement.** Registered sex offenders will be placed in a Juvenile Justice Alternative Education Program (JJAEP) in lieu of DAEP if: (1) ordered to attend JJAEP by a court, or (2) if permitted by agreement between the District and the JJAEP.

**Length of Placement.** Registered sex offenders under court supervision will be placed in DAEP for a minimum of 81 days school days, which is the equivalent of one semester.

Registered sex offenders who are not under any form of court supervision but are assigned to DAEP must serve a minimum of 81 days school days, which is the equivalent of one semester.

**Transfers.** Registered sex offenders (whether under court supervision or not) that transfer into the District will be required to complete the DAEP assignment assessed by the previous school district, but will receive credit for any time already spent in DAEP.

In making a decision regarding the placement of a registered sex offender that transfers into the District, the District will consider the recommendation of the review committee as described in the "Periodic Review for Sex Offenders" section described below.

**Periodic Review for Sex Offenders.** After 70 school days in DAEP, a review committee will determine by majority vote and recommend to Dennis R. Hill, Superintendent whether the student should remain in DAEP or be returned to the regular classroom. Dennis R. Hill, Superintendent will follow the committee's decision to return the student to the regular classroom unless the student's presence in the regular classroom is a threat to the safety of others, is detrimental to the educational process, or is not in the best interests of the District's students. Conversely, Dennis R. Hill, Superintendent will follow the committee's decision to continue the student's placement in DAEP unless the student's presence in the regular classroom is not a threat to the safety of others, is not detrimental to the educational process, or is not contrary to the best interests of the District's students.

If the student remains in DAEP, the review committee will re-consider the student's placement before the beginning of the next school year.

**Appeals for Sex Offenders.** DAEP placement may be appealed as described in District policy FNG or FOC. However, the appeal is limited to the factual question of whether the student is required to register as a sex offender under the law. A decision of the district's Board of Trustees is final and may not be appealed.

**OTHER DAEP ISSUES:**

**No Participation in Activities While in DAEP.** Students placed in DAEP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

**Impact on Graduation.** For graduating seniors who are in DAEP during the last week of school, the DAEP placement will continue through the last instructional day. The student will be allowed to participate in commencement exercises and related graduation activities unless otherwise specified in the DAEP placement order.

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

**Periodic Review.** The District will review a student's DAEP placement and academic status every 120 calendar days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons for the student's return to the regular classroom or campus. The student may not be returned to a classroom of a teacher who removed the student without that teacher's consent.

**Effect of Student Withdrawal.** When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district.

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

**Student Transfers.** Students assigned to the DAEP in another Texas district, a Texas open-enrollment charter school, or an out-of-state school district at the time of enrollment into the District will be placed into the District's DAEP to complete the term of their DAEP placement. In order to continue an out-of-state DAEP placement, the basis for the DAEP placement must also be a reason for DAEP placement in the enrolling district. If the out-of-state DAEP placement period exceeds one year, the District will reduce the period of placement so that the total placement does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interests of the student.

**Criminal Proceedings.** The review and appeal process described below does not apply if the student was placed in DAEP as required by law for conduct occurring on or within 300 feet of school property, at a school-sponsored or school-related activity, or for a false alarm or report or terroristic threat involving a public school.

If the District receives notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others.

The administrator's decision may be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator.

If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom while the appeal is pending.

## EXPULSION

### REASONS FOR MANDATORY EXPULSION

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

- Brings to school a firearm, as defined by federal law (*See definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife (3) a club, or (4) a prohibited weapon. (*See definitions*) \*Firearm note: A student will not be expelled solely for using, exhibiting, or possessing a firearm in the following circumstance: (1) at an approved target range facility not located at a school campus, (2) while participating in or preparing for a school-sponsored shooting sports competition, or (3) while participating in or preparing for a shooting sports educational activity sponsored or supported by the Park and Wildlife Department or a shooting sports sanctioning organization with the Department so long as the firearm is not brought on school property.
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (*See definitions*), or an alcoholic beverage (*See definitions*) if the behavior is punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.

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

- Sells, gives, delivers, posses, uses, or is under the influence of any amount of marijuana, a controlled substance, dangerous drug, or alcoholic beverage, if it is the 2<sup>nd</sup> infraction in the same school year and the conduct is not punishable as a felony.
- Commits a serious act while under the influence of an alcoholic beverage if it is the 2<sup>nd</sup> infraction in the same school year and the conduct is not punishable as a felony.
- Engages in misconduct that contains the elements of an offense relating to abusable volatile chemicals if it is the 2<sup>nd</sup> infraction in the same school year.

**Regardless of Location.** A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Retaliates against a school employee or volunteer by committing a state-mandated expellable offense.
- Issues a false alarm or report (*See definitions*) or a terroristic threat (*See definitions*) involving a public school for the 2<sup>nd</sup> time in the same school year.

### REASONS FOR DISCRETIONARY EXPULSION

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

- Commits an assault (*See definitions*) resulting in bodily injury to a school employee or volunteer.
- Engages in deadly conduct (*See definitions*).
- Engages in serious (*See definitions*) or persistent (*See definitions*) misbehavior that violates this SCC while the student is placed in DAEP.

**Three Hundred Feet.** Additionally, a student may be expelled for any of the following offenses that occur within 300 feet of school property as measured from any point on the District's real property boundary line:

- Possesses a firearm, as defined by federal law (*See definitions*).
- Uses, exhibits, or possesses the following items, as defined by state law: (1) a firearm, (2) an illegal knife (3) a club, or (4) a prohibited weapon. (*See definitions*)
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or

capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.

**Regardless of Location.** A student must be expelled if the student engages in the following misconduct, regardless of whether the conduct occurred on or off campus:

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault. (*See definitions*) resulting in bodily injury..
- Engages in criminal mischief if the damage is \$1,500 or more.
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

**Title 5 Felonies Regardless of Location.** In addition to the expellable conduct listed above, a student may also be expelled and placed in DAEP if the student:

- Is arrested for a Title 5 felony offense (*see definitions*)
- Is charged with engaging in a Title 5 felony offense,
- Received deferred adjudication or deferred prosecution for a Title 5 felony offense,
- Is on probation for a Title 5 felony offense,
- Was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense
- Has been referred to a juvenile court for delinquent conduct based on a Title 5 felony offense, or
- Was convicted of a Title 5 felony offense;

And the administrator determines the student's presence in the regular classroom either threatens the safety of other students or teachers, is detrimental to the educational process, or is not in the best interests of the District's students.

In this circumstance, expulsion to an alternative setting may be ordered regardless of: (1) the date on which the conduct occurred, (2) the location at which the conduct occurred, (3) whether the student was enrolled in the District at the time the conduct occurred, or (4) whether the student successfully completed any court disposition requirements regarding the conduct.

A student may be subject to an expulsion under this circumstance until: (1) the student graduates from high school, (2) the charges are dismissed or reduced to a misdemeanor, (3) the student completes the term of the placement, or (4) the District assigns the student to another program. The student will be entitled to the same periodic review afforded to other students in alternate settings. An expulsion ordered in this case is final and may not be appealed beyond the Board of Trustees.

**EMERGENCY EXPULSION:** An administrator may order the immediate expulsion of a student if the administrator reasonably believes the emergency expulsion is necessary to protect persons or property from imminent harm. The reason for the emergency expulsion must also be a reason for which expulsion could be ordered on a non-emergency basis. At the time of the emergency expulsion, the student will be told the reason for the action. No later than the tenth day after the date of emergency expulsion, the student will be given a hearing as required for a regular expulsion; see below.

**Hearing.** Students alleged to have committed an expellable offense will receive a hearing before the Superintendent within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion and be invited in writing to attend the hearing. After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of whether the student or the parent/guardian attends. At the hearing, the student is entitled to:

- Representation by an adult, including the student's parent/guardian, who can provide guidance to the student and who is not an employee of the District;
- An opportunity to question the District's witnesses; and
- An opportunity to testify and to review and present evidence and witnesses in the student's defense.

Additional proceedings may be conducted and additional discipline may be imposed if the student engages in additional misconduct while the student is already expelled.

**Interim Placement.** Until an expulsion hearing can be held, the student may be placed in another appropriate classroom, in-school suspension, or out-of-school suspension.

**Expulsion Order.** If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the SCC, the expulsion order will give notice of the inconsistency.

The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.

### **LENGTH OF EXPULSION**

The duration of the expulsion will be determined on a case-by-case basis using the criteria identified in the "Discipline Considerations" section of this SCC. Mandatory expulsions will result in expulsion for up to 180 school days. Discretionary expulsions will result in expulsion for up to 180 school days. Students who bring a firearm (as defined by federal law) to school will be expelled from the regular classroom for at least one calendar year except as modified by the administrator on a case-by-case basis.

An expulsion will not exceed one calendar 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.

Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

### **OTHER EXPULSION ISSUES**

**Academic Impact.** Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in an Juvenile Justice Alternative Education Program (JJAEP) or other District-approved program or as required by IDEA or Section 504.

**Participation in Activities.** Expelled students are prohibited from being on school grounds or attending or participating in school-sponsored or school-related activities while expelled.

**Age Restrictions.** Students under the age of ten that engage in expellable behavior will not be expelled, but will be placed in DAEP.

**Effect of Student Withdrawal.** When a student withdraws from school before the expulsion hearing is conducted, the District may proceed with conducting the hearing after sending written notice to the parent/guardian and student. If the student re-enrolls during the same or subsequent school year the District may enforce the expulsion order at that time; students will be credited for any expulsion period that was served by the student while enrolled in another district.

If the administrator does not issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue an expulsion order.

**Student Transfers.** The District will continue the expulsion of students expelled from either another Texas school district or from an out-of-state school district for behavior that is also a reason for expulsion in the enrolling district, until the term of expulsion has been served. If the out-of-state expulsion exceeds one year, the District will reduce the period of the expulsion so that the total expulsion does not exceed one year unless the District determines that the student is a threat to the safety of others or extended placement is in the best interest of the student.

### **EXPULSION APPEALS**

An expelled student may appeal the expulsion decision to the Board of Trustees. The student or student's parent/guardian must submit a written appeal to the Superintendent within ten (10) days after receipt of the expulsion order or decision. The Superintendent will give the student or the student's parent/guardian written notice of the date, time, and location of the meeting at which the Board will review the decision. Consequences will not be delayed pending the outcome of the appeal.

A more detailed explanation of the expulsion appeal process is contained in District policy FOD (LOCAL). A copy of the appropriate policy is available at the campus or central administration office or online at <http://www.llanoid.org>

### **DEFINITIONS**

**ABUSABLE VOLATILE CHEMICALS:** Those substances as defined in Texas Health and Safety Code § 485.001.

**ALCOHOLIC BEVERAGE:** Those substances as defined by Texas Alcoholic Beverage Code § 1.04.

**ARMOR-PIERCING AMMUNITION:** Handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers.

**ASSAULT:** For student discipline purposes, intentionally, knowingly, or recklessly causing bodily injury to another.

**BODILY INJURY:** Physical pain, illness, or impairment of a physical condition.

**BULLYING:** Written or verbal expression or physical conduct that (1) has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

**CHEMICAL DISPENSING DEVICE:** A device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on an individual.

**CLUB:** 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.

**CONTROLLED SUBSTANCE:** Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

**CRIMINAL STREET GANG:** Three or more persons having a common identifying sign or symbol or an identifiable leadership which continuously or regularly associate in the commission of criminal activities.

**DANGEROUS DRUG:** Substances as defined in Chapter 483 of the Texas Health and Safety Code.

**DEADLY CONDUCT:** Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**EXPLOSIVE WEAPON:** Any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror. It includes a device designed, made or adapted for delivery or shooting an explosive weapon.

**FALSE ALARM OR REPORT:** Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be 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.

**FIGHTING:** Two or more persons engaged in any mutual violent or physically aggressive contact toward each other such as scuffling, pushing, shoving, or hitting.

**FIREARM (Federal law):** (1) any weapon, including a starter gun, that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm weapon; or (4) any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

**FIREARM (State law):** 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.

**FIREARM SILENCER:** Any device designed, made, or adapted to muffle the report of a firearm.

**GANG:** An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the District will consult with law enforcement authorities.

**GRAFFITI:** Making marks of any kind on the tangible property of another without the effective consent of the owner.

**HARASSMENT:** Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy.

**HAZING:** Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

**HIT LIST:** List of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm.

**ILLEGAL KNIFE:** A knife with a blade over 5 ½ 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.

**INDECENT EXPOSURE:** Those acts defined in Texas Penal Code section 21.08.

**INTENT:** The design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inference drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct of cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur.

**KNIFE:** A bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing.

**KNUCKLES:** Any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**MACHINE GUN:** Any firearm capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**PARAPHERNALIA:** Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, or pipes.

**PERSISTENT:** Three or more violations of the SCC or repeated occurrences of the same violation.

**POSSESSION:** To have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk; regardless of the student's knowledge or intent to possess the item.

**PROHIBITED WEAPONS:** A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun.

**PUBLIC LEWDNESS:** Those acts defined in Texas Penal Code § 21.07.

**REASONABLE BELIEF:** A determination that misconduct occurred made by the administrator using all available factual and legal information, including information furnished under Article 15.27 of the Code of Criminal Procedure.

**RETALIATION:** Harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime.

**SELF-DEFENSE:** To claim self-defense, the student must (1) be without fault in provoking the encounter and not act as the aggressor, and (2) use the minimum force required to remove himself and herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense. Interactions prior to the encounter will also be considered.

**SERIOUS:** Any misconduct identified as being punishable with placement in DAEP or expulsion.

**SEX OFFENDER:** A student required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure for an offense committed on or after September 1, 2007. The term does not include a student who: (1) is no longer required to register as a sex offender under Chapter 62, (2) is exempt from registering as a sex offender under Chapter 62, or (3) receives an early termination of the obligation to register as a sex offender under Chapter 62.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonable interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

**SHORT-BARREL FIREARM:** 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 if, as altered, has an overall length of less than 26 inches.

**SWITCHBLADE KNIFE:** Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

**TELECOMMUNICATIONS DEVICE:** Any type of device that: (1) emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, or (2) permits the recording, transmission, and/or receipt of messages, voices, images, or information in any format or media, electronic or otherwise. It does not include an amateur radio under control of someone with an amateur radio license.

**TERRORISTIC THREAT:** Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction 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, 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).

**TITLE 5 FELONY OFFENSES:** Offenses against the person that, depending on the circumstances, may include murder; capital murder; manslaughter; criminally negligent homicide; unlawful restraint; kidnapping; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terrorist threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

**UNDER THE INFLUENCE:** When in the employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of a prohibited substance. Such impairment may be evidenced by the symptoms typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

**USE:** Voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body.

**ZIP GUN:** A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

**APPROVED BY LLANO INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**6/23/08**

**NOTICE OF PARENT AND STUDENT RIGHTS**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. Sec. 1232g**

The Llano Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

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

The principal is custodian of all records for currently enrolled students at the assigned school, and for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The addresses of the principals' offices are:

Packsaddle Elementary--150 Pioneer Lane, Kingsland, Texas 78639

Llano Elementary--1600 Oatman St, Llano

Llano Junior High-- 400 Hwy 71 East, Llano

Llano High School --2509 Highway 16 South, Llano

Special Education Department -- 200 E. Lampasas, Llano

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the district, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Records also are released pursuant to court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence,

or the information sought not be disclosed, the District shall make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

Section 9528 of the ESEA, 20 U.S.C. 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by 544 of the *National Defense Authorization Act for fiscal Year 2002*, require Llano ISD to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listing to military recruiters, when requested, unless a parent has opted out of providing such information.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as a teacher's personal notes on a student that are shared only with substitute teacher and records on former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may review and inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. [See FNG(LEGAL) AND (LOCAL) for the applicable complaint procedure]. Parents or students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 0 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information for District students has been classified into two separate categories:

Items for use only for school-sponsored purposes; and

Items for all other purposes.

For the following school-sponsored purposes—**all school publications and announcements**—directory information shall include **student name, address, telephone listing, electronic mail address, photograph, honors and awards received, dates of attendance, grade level, participation in officially recognized activities and sports, and weight and height of members of athletic teams.**

For all other purposes, directory information shall include **student name, address, and telephone listing, as well as honors and awards received; dates of attendance; grade level; participation in officially recognized activities and sports; and weight and height of members of athletic teams** as well as **most recent educational institution attended.**

The District's complete policy regarding student records is available from the principal's or Superintendent's office.

## **EL AVISO DE PADRE Y DERECHOS DEL ESTUDIANTE**

### **Los DERECHOS EDUCATIVOS FAMILIARES Y ACTO del RETIRO, 20 U.S.C. Sec. 1232g**

El Llano el Distrito Escolar Independiente mantiene archivos de educación generales requeridos por la ley. Los archivos escolares de un estudiante son privados y son protegido de inspección desautorizado o uso. Un registro cumulativo se mantiene para cada estudiante del tiempo que el estudiante entra en el Distrito hasta que el estudiante retire o gradúa. Este registro mueve con el estudiante de la escuela a la escuela.

Por la ley, ambos padres, si casado, separado, o se divorció, tenga el acceso a los archivos de un estudiante que es un menor o una persona a cargo para los propósitos del impuesto. Un padre cuyo se han terminado los derechos legalmente se negará el acceso a los archivos si la escuela se da una copia del orden judicial que termina estos derechos.

El principal está custodio de todos los archivos para los estudiantes actualmente enrollados en la escuela asignada, y para estudiantes que han retirado o han graduado. Pueden repasarse los archivos durante las horas escolares regulares. Si las circunstancias ellas impiden eficazmente a un padre o a la estudiante elegible inspeccionar los archivos, el Distrito o proporcionará una copia de los archivos pedidos, o hace otros arreglos para el padre o estudiante repasar los archivos pedidos. El custodio del registro o designee responderán a las demandas razonables para la explicación e interpretación de los archivos.

Las direcciones de las oficinas de los principal son:

La albarda Elemental. 150 del de Senda Pionero, Kingsland, Texas 78639,  
Llano Elementary. 1600 Oatman St, Llano,  
Llano Junior Alto. 400 Hwy 71 Este, Llano,  
La Escuela secundaria de Llano. 2509 Carretera 16 Sur, Llano,  
El Departamento de Educación especial. 200 E. Lampasas, Llano,

Los padres de un menor o un estudiante que es una persona a cargo para los propósitos del impuesto, el estudiante (si 18 o más viejo), y los oficiales escolares con los intereses educativos legítimos son las únicas personas que tienen el acceso general a los archivos de un estudiante. Los oficiales escolares con los intereses" educativos legítimos incluyen a cualquier empleado, agentes, o Fideicomisarios del distrito, de cooperativas de que el Distrito es un miembro, o de medios con que los contratos Distrito para la colocación de estudiantes con las invalideces, así como sus abogados y consultores que son (1) trabajando con el estudiante; (2) considerando acciones disciplinarias o académicas, el caso del estudiante, o un plan de educación individual (IEP) de un estudiante con las invalideces; (3) compilando los datos estadísticos; o (4) investigando o evaluando los programas.

Ciertos otros oficiales de las varias agencias gubernamentales pueden haber limitado el acceso a los archivos. El Distrito remite los archivos de un estudiante en la demanda a una escuela en que un estudiante busca o piensa enrollarse sin la necesidad del permiso del padre. También se sueltan consiguiente los archivos para cortejar el orden o legalmente emitieron la citación. A menos que la citación se emite para la entrada en vigor de la ley propone y los órdenes de la citación que sus volúmenes, existencia, o la información buscaron no se descubran, el Distrito hará un esfuerzo razonable para notificar al padre o el estudiante elegible de antemano de complacencia. El consentimiento paternal se exige soltar los archivos a nadie más. Cuando el estudiante alcanza 18 años de edad, el derecho para consentir soltar de traslados de los archivos al estudiante.

Sección 9528 del ESEA, 20 U.S.C. 7908, como enmendado por el NCLB, y 10 U.S.C. 503, como enmendado por 544 del Acto de Autorización de Defensa Nacional durante el Año 2002 fiscal, exijale a Llano ISD que les dé el mismo acceso a los reclutadores militares a los estudiantes de la preparatoria como con tal de que a las instituciones del postsecondary o a los patrones probables; y proporciona los nombres de estudiantes, direcciones, y teléfono que listan a los reclutadores militares, cuando pidió, a menos que un padre ha optado fuera de proporcionar la tal información.

El derecho del padre o estudiante de acceso a, y copias de, los archivos del estudiante no se extienden a todos los archivos. Materiales que no son considerados los archivos educativos, como las notas personales de un maestro en un estudiante que sólo es compartido con maestro del suplente y archivos en los estudiantes anteriores después de que ellos no son ningún estudiante más largo en el Distrito, no tenga que ser hecho disponible a los padres o estudiante.

Los estudiantes encima de 18 y padres de estudiantes menores pueden repasar y pueden inspeccionar los archivos del estudiante y pide una corrección si los archivos son inexactos, mientras desencaminando, o por otra parte en la violación de los derechos del retiro del estudiante. Si los desechos Distrito la demanda para enmendar los archivos, el requestor tiene el derecho para pedir un oído. Si los archivos no se enmiendan como resultado del oído, el requestor tiene 30 días de la escuela para ejercer el derecho para poner una declaración que hace un comentario sobre la información en los archivos del estudiante. Aunque inadecuadamente grabó pueden desafiarse las calidades, no se permiten a los padres y a estudiantes disputar la calidad de un estudiante en un curso a través de este proceso. [Vea FNG(LEGAL) Y (LOCAL) para el procedimiento de la queja aplicable]. Padres o estudiantes tienen el derecho para archivar una queja con el Departamento americano de Educación si ellos creen que el Distrito no es conforme a la ley con respecto a los archivos del estudiante.

Las copias de archivos del estudiante están disponibles en un costo de \_0\_\_\_ por la página, pagable de antemano. Pueden negarse los padres las copias de los archivos de un estudiante (1) después de los alcances del estudiante edad 18 y es ningún más largo una persona a cargo para los propósitos del impuesto; (2) cuando el estudiante está asistiendo a una institución de educación poste-secundaria; (3) si el padre no sigue los procedimientos apropiados y pagar el cargo copiando; o (4) cuando el Distrito se da una copia de un orden judicial que termina los derechos paternos. Si el estudiante califica para los almuerzos del precio libres o reducidos y los padres es incapaz de ver los archivos durante las horas escolares regulares, en la demanda escrito del padre, que una copia de los archivos se proporcionará a ningún cargo.

Cierta información sobre los estudiantes Distrito es considerada la información del directorio y se soltará a cualquiera que sigue los procedimientos por pedirlo, a menos que el padre objeta al descargo de cualquiera o toda la información del directorio sobre el niño. Esta objeción debe hacerse por escrito al principal dentro de diez días de la escuela después de la emisión de este aviso.

La información del directorio para los estudiantes del distrito se ha clasificado en dos categorías separadas: 1. Artículos para el uso solamente para los propósitos escuela-patrocinados; y 2. artículos para el resto de los propósitos. Para el siguiente escuela-patrocinado' propo'sito-todas publicaciones de la escuela y la información del aviso-directorio incluirá el nombre del estudiante, dirección, listado del teléfono, dirección del correo electrónico, fotografía, los honores y las concesiones recibidos, las fechas de la atención, nivel del grado, participación en actividades y los deportes oficialmente reconocidos, y peso y altura de los miembros de equipos atléticos. Para el resto de los propósitos, la información del directorio incluirá nombre del estudiante, la dirección, y el listado del teléfono, tan bien como honra y las concesiones recibidas; fechas de la atención; nivel del grado; participación en actividades y deportes oficialmente reconocidos; y peso y altura de los miembros de equipos atléticos así como la mayoría de la institución educativa reciente atendida

La política completa del Distrito que considera los archivos del estudiante está disponible de la oficina del principal o Superintendente.

## **Notification of Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

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

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental and psychological problems of the student or student ’s family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than that required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and

Instructional material used as part of the educational curriculum.

Llano ISD will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Llano ISD will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Llano ISD will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

**Options and Requirements  
For Providing Assistance to Students Who Have Learning Difficulties  
or Who Need or May Need Special Education Services**

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person	<u>Sheila White, Director of Special Education</u>
Phone Number	<u>325-247-3790</u>

August 2007

### **Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial**

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito.

Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades* (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities).

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto: Sheila White, Director of Special Education  
Número de teléfono: 325-247-3790

Agosto de 2007