

Student and Parent Guidebook and Student Code of Conduct

2016-2017

Richardson Independent School District



MESSAGE FROM THE INTERIM SUPERINTENDENT

Dear Parents and Students:

Welcome to the 2016-2017 school year in the Richardson Independent School District. Education is a team effort. Through the teamwork of parents, students, teachers, and other staff members we can make this year wonderfully successful for our students. The *Student and Parent Guidebook and Student Code of Conduct* is being provided to you as a resource to assist in understanding the programs and procedures of the District. It is designed to provide important information that you and your child may need during the school year.

Maintaining orderly, disciplined classrooms and schools that support an excellent learning environment is a primary goal for all educators. The rules outlined in the *Student Code of Conduct* section foster an environment for learning in which students respect the rights of others. State law requires each school district to create and implement a code of conduct for students that specifies policies and procedures. RISD's Board of Trustees adopts the *Student Code of Conduct* each year. Although this *Guidebook*, which includes the *Student Code of Conduct*, is a lengthy and detailed document, it serves to protect the interests and rights of students and parents as well as the school district. This *Guidebook* remains in effect until a new one is issued.

Please take time to read this *Guidebook* and use it as a reference during the school year. It is posted on the RISD website, <http://www.risd.org>. If you wish to receive a hard copy of this document, please request it at your local campus. Through the combined efforts of parents, students, educators and the community, we will continue to offer the high quality of education to which RISD is committed.

Sincerely,



Dr. Jeannie Stone
Interim Superintendent



RICHARDSON INDEPENDENT SCHOOL DISTRICT

Vision

RISD – Where all students learn, grow, and succeed.

Mission

To serve and prepare all students for their global future.

Values

Integrity * Inspiration * Inclusiveness * Innovation

RISD Focus

Students are the primary focus of RISD.
and
Staff is the primary focus of administration.

2020 Vision Goals

Students are highly engaged in their educational life.

*

Profound curriculum is the foundation for learning.

*

RISD has high performing, student focused teachers.

*

RISD ensures excellence in operations.

Equal Opportunity and Nondiscrimination

The Richardson Independent School District maintains a strict policy of equal opportunity and nondiscrimination in all programs and services. The District intends to comply with all applicable federal, state, and local laws and regulations concerning equal opportunity and nondiscrimination. If any of the policies outlined in this *Guidebook* are, or become unlawful for any reason, the applicable law will be followed.

1. No students shall, on the basis of sex, race, religion, disability, national origin, or any other category protected by law, be excluded from participation in, be denied the benefit of, or be subjected to unlawful discrimination under any program or activity sponsored by RISD, including CTE programs.
 2. All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, and educational, recreational, and social programs are administered without regard to the race, color, sex, religion, national origin, citizenship, age, physical or mental disability of an otherwise qualified individual, his or her membership or application for membership in a uniformed service, or any other category protected by law.
 3. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, *as amended*, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, *as amended*, RISD has designated the following persons to coordinate compliance with the District's legal requirements under these nondiscrimination statutes:
- **Title IX Coordinator** (concerns regarding discrimination on the basis of gender):
Dr. Matthew Gibbins, Executive Director of Student Services
400 S. Greenville Avenue
Richardson, Texas 75081
Tel.: 469-593-0372
Email: matthew.gibbins@risd.org
 - **Section 504 Coordinator** (concerns regarding discrimination on the basis of disability):
Alicia Zornig, Section 504/RtI Coordinator
701 W. Belt Line Road
Richardson, Texas 75080
Tel.: 469-593-7525
Email: alicia.zornig@risd.org
 - All other concerns regarding discrimination:
Dr. Jeannie Stone, Interim Superintendent
400 S. Greenville Avenue
Richardson, Texas 75081
Tel.: 469-593-0250
Email: jeannie.stone@risd.org

Refer to page 33 for information concerning interpretation and translation services for parents whose proficiency in English is limited.

Religious Practices

Campuses and other work and program locations within RISD reflect the richly diverse population of the District's residents. RISD's Board of Trustees and administration respect the wide range of beliefs represented by RISD's student body, staff, and our community. The District has developed policies and guidelines that protect the rights of individuals regarding religious freedoms and practices while ensuring the District observes its constitutional duty to remain neutral in such matters. These guidelines also encourage staff members to be aware of and sensitive to religious issues. Specific guidelines are included in the *RISD Religious Practices Handbook*, a document developed by a diverse committee of patrons, religious leaders and District staff members. This *Guidebook* is periodically updated. In addition to the *Religious Practices Handbook*, RISD develops a calendar each year that identifies the major holy days in the predominant religions in our community. Like the Handbook, the calendar is developed from input from a diverse group. The calendar is available on the District's website at <http://www.risd.org>.

Student and Parent Guidebook

The *Student and Parent Guidebook* is a general reference guide only and is designed to be in harmony with the *Student Code of Conduct* and Board policies. Please be aware that the *Guidebook* is not a complete statement of all policies, procedures, or rules that may be applicable to a given circumstance. In the event of a conflict between the *Guidebook* and the *Student Code of Conduct* or Board policy, the current *Student Code of Conduct* and/or Board policy are to be followed. Policies or practices described in this *Guidebook* are provided for the information and guidance of RISD's students and their parents, and do not constitute, nor should they be relied on, as contractual obligations of the Richardson Independent School District to any person. The *Guidebook* may refer to rights established through law or District policy but it does not create any additional rights for students or parents. RISD reserves the right to modify this *Guidebook* at any time. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled in RISD. RISD intends, at all times, to follow applicable law. If any provision in this *Guidebook* becomes unlawful, the applicable law will be followed.

Board Policies

A link to RISD's Board Policies in their entirety is located on the District's website at <http://risd.org/board/boardmainmenu.htm> and at the following URL: <http://pol.tasb.org/Home/Index/370>.

*Inquiries concerning this Guidebook
should be directed to your campus principal or
the Office of Student Services
469-593-0373*

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2016-2017 STUDENT AND PARENT GUIDEBOOK

PREFACE

Richardson Independent School District (RISD or the District) is committed to providing an exemplary education for all students. The District's vision is to provide an environment where all students learn, grow, and succeed and its mission is to serve and prepare all students for their global futures. A strong partnership between school and home is essential to realizing these objectives and the District is committed to working with students and their parents to forge that partnership. Whenever this *Guidebook* references a "parent," the term includes a student's biological, adoptive, or foster parent as well as a legal guardian or any other person who has legal control over a child. Collaboration among these groups fosters effective education and academic success. Some of the roles and responsibilities of each group in this educational partnership are discussed below:

Students

Students are expected to:

- Devote their best efforts to mastering the instructional material taught in class and included in supplemental materials;
- Obey all school rules;
- Cooperate with school staff and administrators;
- Notify teachers or school officials of any conflicts with other students;
- Report threats of any kind to teachers and/or school officials;
- Refrain from bringing items to school that are prohibited by the *Student Code of Conduct*;
- Become involved in school activities according to individual interests;
- Show respect to others;
- Model responsible behavior;
- Be prepared for each class with appropriate materials and assignments;
- Attend all classes regularly and on time;
- Dress properly each day according to school policy; and
- Be responsible for textbooks issued and return them in good condition.

Parents

Parents can be engaged in the educational partnership by:

- Encouraging students to put a high priority on education and work with students daily to make the most of the educational opportunities at school;

- Ensuring students complete all homework assignments and special projects and come to school each day prepared, rested, and ready to learn;
- Monitoring student dress to ensure it adheres to the school's dress code;
- Encouraging students to eat a good breakfast before school;
- Encouraging and helping students develop good study habits;
- Being aware of the school's ongoing bullying and harassment prevention effort;
- Sharing with students the importance of observing and obeying school rules;
- Ensuring students' prompt and regular attendance, providing proper documentation for absences and/or tardiness to school;
- Attending scheduled parent-teacher conferences and requesting additional conferences as needed;
- Attending Board meetings to learn more about District operations;
- Discussing school assignments, progress notices and report cards with students;
- Keeping informed of school policies and academic requirements for school-related activities;
- Volunteering and participating in school-related organizations and activities where possible;
- Serving on a committee at your campus or a District committee;
- Informing the school of any learning concerns or conditions that may relate to the student's education;
- Contacting school officials if you are concerned with your child's emotional or mental well-being;
- Providing the school with current home, work, and emergency telephone numbers and other pertinent information;
- Cooperating with teachers and school administration; and
- Ensuring student attendance when tutoring is required or recommended.

Teachers

Teachers show their support of the educational partnership by:

- Serving as appropriate role models for students;
- Teaching the Texas Essential Knowledge and Skills (TEKS);
- Complying with District and school policies, rules, regulations, and directives;
- Preparing appropriate assignments and resource materials;

- Establishing rapport and effective working relationships with parents, students, and other staff;
- Promoting good student behavior management;
- Maintaining an orderly classroom atmosphere that is conducive to learning;
- Practicing appropriate preventive methods of discipline;
- Enforcing rules in a fair and consistent/manner; and
- Fostering good work habits to support each student's achievement of personal goals and academic excellence.

Administrators

Administrators will:

- Assume responsibility for instructional leadership;
- Serve as appropriate role models for staff and students;
- Encourage parent communication and involvement with the school;
- Respond to student educational and behavioral concerns expressed by teachers and/or parents;
- Provide leadership in preventive discipline techniques;
- Evaluate disciplinary issues effectively using the District's *Student Code of Conduct*;
- Make reasonable efforts to contact parents regarding *Student Code of Conduct* violations;
- Monitor disciplinary trends and respond to them appropriately; and
- Ensure that safety and security protocols are in place and functioning properly.

GENERAL INFORMATION

Children Left After School

Children cannot be left unattended after school. The regular release time for elementary students is 3:00 p.m. and for junior high students at 3:30 p.m. Parents will be notified in advance of special after-school activities such as tutoring. Parents or other caregivers must pick up students promptly at the end of the school day or scheduled school activity. If all school personnel are leaving the building and a young child is waiting outside, school personnel will attempt to contact the parent and all persons listed on the emergency card. If the school personnel are unable to contact anyone and the parent has not notified the office of his/her inability to pick up the child, the school staff will assume an emergency situation exists. The local police department will be contacted to provide the child with a safe environment until the parent or a designated adult can pick up the child.

Closing School Due to Weather

Safety of our students and staff is a priority if bad weather is predicted. Several RISD departments stand ready to assess the condition of the roads and school facilities should ice and/or snow make travel to or from RISD schools hazardous. Based on a careful assessment of the road conditions and consultation with surrounding districts, RISD's Superintendent will determine if schools in Richardson ISD will be delayed or closed for the safety of students and staff.

In the event of inclement weather that may require classes to be delayed or cancelled, parents and employees will be notified directly by telephone message of any decision by 6:30 a.m. For this reason, parents are encouraged to ensure their child's campus has accurate, updated contact information.

In addition, patrons may check the RISD homepage at <http://www.risd.org>, visit RISD on Facebook at: <https://www.facebook.com/RichardsonISD>, follow the District on Twitter (@RichardsonISD), or monitor major local media outlets.

College Visitation Days

RISD Junior and Senior Students – RISD encourages junior and senior students to visit college campuses to help them make decisions about higher education choices. These guidelines were developed through the collaborative efforts of District high school principals, counselors, teachers, parents, and members of the Superintendent's Student Advisory Council (Super SAC) and are intended to assist high school campuses to consistently manage student absence related to college visitation:

- A maximum of four (4) college visitation days are available to students to be taken between the beginning of their junior year and the end of their senior year, as determined by the student. A student may take no more than two days in a school year. (*Texas Education Code § 25.087*)
- Approved college visitations taken during the senior year will not be counted against senior final exam exemptions.
- To obtain approval for designated college visitations (excused absence), a student must: 1) submit a note from parent/guardian prior to planned college visit(s) stating college location(s) and absence date(s); and 2) upon return submit documentation of visit(s) submitted on college letterhead that must include student's name and date of visit.
- Students who do not provide the necessary documents for absences for college visits will receive an unexcused absence.
- Students are responsible for making up any work missed during the absences.

- These guidelines will also be communicated through the *Secondary Program of Studies*, high school student handbooks, and junior and senior college planning handbooks.

Communications to Parents

The enrollment paperwork you completed requested your contact information, such as preferred telephone number and email address, to allow the school to communicate information specific to your child, his or her school, or the District. If you consent to receive such information via telephone, please ensure that you notify the school immediately if your phone number changes or is disconnected. The District or school may generate automated or pre-recorded messages, text messages, or real-time telephone or email messages and accurate contact information is critical to the ability to maintain timely communication with you. Please notify your child's principal of any special needs you have related to school and District electronic communications to you.

Distribution of Materials

Publications prepared by and for a school campus for school-related purposes may be posted and/or distributed with prior approval by the principal. RISD does restrict the distribution of nonschool materials by students and third parties. Distribution will be limited to prevent interference with or disruption of normal school operations. Students must obtain prior review and approval from the principal or designee before a student may post, circulate, or distribute nonschool materials. Any nonschool materials that are approved must contain the name of the sponsoring person or organization and clearly state that RISD does not sponsor or endorse the activity, organization, or product. Administrative guidelines may be developed to regulate the time, place, and manner of distribution to prevent disruption of normal school activities. These guidelines are not intended to stifle expression. Materials that are posted without approval will be removed.

Materials shall not be distributed or posted if the material:

- is obscene, vulgar, offensively lewd, or indecent;
- creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others;
- promotes illegal drug use;
- violates the intellectual property rights, privacy rights, or other rights of another person;
- contains defamatory statements about public figures or others; or
- advocates imminent lawless action and is likely to incite or produce such action.

A student may appeal a principal's decision in accordance with FNG (LOCAL) and the appeal process shall begin at

Level Two. The distribution of nonschool materials by third parties is regulated by policy GKDA.

Dress and Grooming

All students should dress and be groomed in a neat and appropriate manner that will not interfere with or disrupt normal school operations and the rights of others. Students may not wear or display any article of clothing, accessory, or body art that:

- is offensively lewd, obscene, or indecent;
- promotes, advertises, or depicts tobacco products, alcoholic beverages, drugs or illegal drug use, or other prohibited substances or activities;
- advocates imminent lawless action; or
- creates reasonable cause to believe that the clothing, accessory, or body art would result in material and substantial interference with or disruption of school activities or the rights of others.

Students are expected to follow the District's dress and grooming and any local standards established and approved by the Local School Council at each campus. Students and their parents/guardians are charged with the responsibility of ensuring that modesty, appropriateness, and neatness of dress are maintained. The principal and the person in charge of an extracurricular activity may determine the dress and grooming of students participating in the activity. An individual school's Local School Council may adopt alternative dress standards as long as they remain within the parameters of the District policy.

Emergency Schoolwide Dismissal

Elementary and Junior High

If a school must dismiss students prior to the scheduled release time, the school will attempt to contact a parent to arrange for early pick up. If a parent cannot be reached, remaining students will be transported to a safe, alternative location until a parent is contacted and transportation arrangements are made. A student will only be released to a parent or an individual designated on the emergency release card, unless otherwise specified by that parent. The District will rely on contact information on file with your student's enrollment paperwork to communicate with parents in an emergency situation, which may include real-time or automated electronic messages. It is crucial to notify your child's school when a telephone number previously provided has changed and to keep all contact information current.

High School

If a high school must dismiss students prior to the scheduled release time, the school will release students unless otherwise specified by a parent or legal guardian of a student under the age of 18.

Field Trips

Any school-related student travel during the school day will be of educational value and shall be approved in advance by the campus principal and connected directly to an instructional program or activity of the District.

All field trips must be related to a specific subject of instruction, be made during or immediately following the period of instruction, and require the approval of the Superintendent's designee. Your student's campus will provide information about planned field trips and you will be asked for your written authorization for your student to attend the field trip.

Food Services/Child Nutrition Program

RISD provides a full food service program for lunch at each school. Breakfast is provided at schools where more than 10 percent of the students are eligible for free or reduced price meals and at other schools where designated by the principal. Menus are sent home to all elementary students annually and can be found on the RISD website (<http://www.risd.org>). Secondary students may pick up menus in the attendance office. Secondary schools also provide snack bars for students in addition to offering hot lunches. All lunch items may be purchased separately or as part of the lunch.

The food service program follows USDA guidelines in meal planning. A full meal consists of a protein, grain, fruit, vegetable, and milk in both elementary and secondary schools.

A variety of *a la carte* items also are offered, including 100% juice, ice cream, chips, and packaged snacks.

RISD strives to keep the prices of complete lunch and breakfast meals as low as possible. Families may apply for free or reduced-price lunches by filling out a form from the principal's office. Forms are issued to every student when entering school. The campus will forward all applications to the Child Nutrition Department, and information is kept strictly confidential. Parents may also apply for meal benefits online at <http://www.schoollunchapp.com>. Online applications are processed quicker than paper copies. State and federal income guidelines are used to determine eligibility for the program.

If a student was on the free or reduced meal program at the end of the last school year, the benefit will carry over for the first 30 Days of school. A new application must be submitted to continue benefits for each school year.

All students, regardless of status, are issued a PIN (Personal Identification Number) upon enrollment. This number is unique to each child at that school. Parents may pre-pay for meals and snacks. The student enters the PIN on a keypad or scans his/her student ID card at the cash register. If the student is on the free plan, no charge will

be made. PINs cannot be used at other schools, and cash will not be refunded to a student without parent notice and consent. It is each student's responsibility to safeguard his/her account. A form for refund requests is located on the Child Nutrition website under Pre-Payment Options. Parents may put funds into a student's account by writing a check, money order, or placing cash in an envelope with the student's name and PIN account number on the outside. Cafeteria managers are available from 7:30 a.m. to receive money for accounts. Price lists appear on the annual menu.

Parents may designate "Meals Only" on a student's account if the parent does not wish his or her child to purchase snacks.

It is the parent's responsibility to monitor their student's lunch account balances, replenish accounts as needed, and send lunch money when needed.

Notices will be sent out to parents in the elementary schools and a verbal reminder will be given to secondary students.

Students will have a two (2) day grace period to charge meals after prepaid funds are exhausted. A la carte items may not be charged. If funds are not replenished in the account after the grace period expires, an alternate meal will be given to the student consisting of a sandwich and carton of juice.

Parents are responsible for reimbursing the school cafeteria for the meals that were "charged" to the student's account during the grace period.

Paypams.com provides parents with a convenient way to pay for their child's meals without the concern that the "lunch money" may be lost or spent somewhere else. Parents also receive email reminders about low balances. Paypams adds a service charge of six percent (6%) per transaction for this convenience, similar to an ATM. The cafeteria receives the funds within a couple of days.

MasterCard and Discover Card are accepted by RISD Child Nutrition at <http://www.paypams.com>.

Celebrations. Although a parent or grandparent is not prohibited from providing food (in accordance with campus expectations) for a school-designated function or for children in the child's or grandchild's classroom, please be aware that children in the school may have severe allergies to certain food products. A parent or grandparent must discuss this issue with the child's teacher before bringing food to the school or class. The school or teacher will notify students and parents of any known allergies when soliciting potential volunteers to bring food to school.

Fundraising

With principal approval, recognized student groups may hold fundraising activities in accordance with District

policy and administrative guidelines. All fundraising activities must comply with applicable law and District guidelines.

Any outside fundraising organization wishing to work with RISD must contact the Purchasing Department at 469-593-0573 for information on how to become an approved fundraising vendor before any fundraising activities may be conducted at any campus.

All approved fundraising drives must work in cooperation with the principal of the school to ensure that the fundraising activities are appropriate and carried out in a manner that is beneficial to the school.

Health and Physical Education

General. RISD recognizes the important roles that proper exercise and nutrition play in maintaining good health throughout life and encourages students to develop healthy lifestyle habits during their school years. RISD's curriculum provides health education that emphasizes the importance of proper nutrition and exercise. Elementary and junior high school students engage in structured and unstructured physical activities each school week for at least the minimum time required by law. The District's School Health Advisory Council met four times during the 2015-2016 school year.

Annually, the District will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education class or a course for which PE credit is awarded. At the end of the school year, parents may submit a request in writing to the campus principal for the results of any physical fitness assessment of their child.

Elementary Recess. Students who engage in recess (unstructured play) during the school day are engaged in learning and are more likely to experience improved overall achievement. Each elementary campus principal will develop a master schedule that best serves the needs of all students and supports efficient campus operations. The master schedule will identify the regularly scheduled, minimum time for daily recess for all students, differentiated by grade level. (Grades K-3, 30 minutes; Grades 4-5, 20 minutes; Grade 6, 15 minutes.) Recess minutes may be scheduled during a single block of time or may be split into multiple blocks of time as approved by the campus principal. Recess may occur inside or outside of the school building. Withholding recess may not be used as a routine disciplinary consequence for student misbehavior. However, a campus administrator may decide that a student's disciplinary infractions occurring during or on the way to or from recess may warrant the occasional removal of recess time as an appropriate consequence. Each campus shall

communicate the campus plan for elementary recess to parents/guardians at the beginning of the school year.

Health Services

Administering Medication at School

When possible, student medications should be scheduled for administration at home. When medication must be administered at school, a *Parent/Physician Request for Administration of Medication by School Personnel* form must be completed by the parent for each medication. The *Texas Education Code § 22.052*, requires that all medication (prescription and non-prescription) be in the original, properly labeled container. Prescription medication must have a pharmacy label with the student's name, dosage, name of medication, physician name and date prescription was filled. Parents must label non-prescription medication with the student's name. Non-prescription medication will require a physician's authorization for continued administration after 10 consecutive school days have passed since the date of the original request.

All medications must be registered with the school clinic. Except as specifically provided herein, all medications brought to school, including over-the-counter medications, shall be kept in the school clinic and students may not carry or self-dispense medication while at school. A student whose physician has diagnosed him or her with asthma or anaphylaxis will be allowed to carry and self-administer prescribed asthma or anaphylaxis medication to ensure it is available for immediate administration, if needed. The student's parent must provide written authorization for his/her child to carry and administer the medication and the physician must provide a statement to confirm that the student has demonstrated the ability to self-administer the medication via a device as prescribed for asthma and anaphylaxis.

Controlled substances (*e.g.*, Ritalin, Adderall, etc.) must be transported to/from the school by the parent. The parent will witness as a school employee counts and records the number of doses that are delivered. The school is unable to accept more than a 30-day supply of medications. Only FDA approved medications will be administered. Medications that are home remedies, plants, herbs, vitamins, dietary supplements, or other nontraditional forms of medicine will not be administered at school.

A doctor's order and parent permission are required annually to allow school personnel to perform specialized medical procedures such as catheterizations, tube feedings, tracheotomy care, specialized medication administration, etc. These orders must be submitted to the school nurse before RISD personnel can perform the procedure(s).

Please refer to the complete RISD Medication Guidelines available on the District website (www.risd.org/Group/Parents/Health_Services/MedicationPolicy.html) for additional information regarding medication administration at school.

Guidelines for Exclusion from School Related to Childhood Illness & Disease

Fever. A student with an oral or tympanic temperature of **100 F (37.8 C) or greater** (25 TAC 97.1(14)) must be excluded from school according to the Texas Department of State Health Services. A child should be fever-free for 24 hours without the use of fever reducing medication (25 TAC 97.7(6)), prior to returning to school to reduce the risk of spreading infections to other students.

Vomiting & Diarrhea. Students who experience vomiting and/or diarrhea may be infectious, feel uncomfortable, and be unable to focus in the classroom. The decision to exclude/not exclude a student with diarrhea or vomiting is made at the discretion of the school nurse or administrator. When excluded, the student should not return to school until free of vomiting/diarrhea for 24 hours without medication.

Pink Eye (Conjunctivitis). Students who experience painful, itchy eyes (especially with yellow or green discharge or crusting of eyelashes) may have pink eye. Children with pink eye will be excluded from school until a written note from the student's healthcare provider is provided, or until the student is symptom free, regardless of the number of days of absence.

Rashes. When rashes are accompanied by other symptoms, such as fever, lethargy, or general discomfort, students should stay home and describe these symptoms to a doctor. An unexplained rash may be the first symptom of a contagious illness and needs to be followed up with a doctor. A note from your health care provider will be necessary for your child to return to school, regardless of the number of days of absence.

Scabies, Ringworm of the Scalp, and Pinworms. Students with these conditions will be excluded until treated. Contact the school nurse for specific directions for care.

Lice. The Texas Department of State Health Services (DSHS) removed pediculosis (lice) as a condition for which students must be excluded from school. Head lice do not carry or spread disease and they are not a public health threat. No otherwise healthy child should be excluded from or allowed to miss school because of lice. RISD provides training to staff and students about best practices to avoid lice infestation.

Students should be cautioned not to share personal items such as combs, brushes, hats, etc. Parents are encouraged to be aware of the signs and symptoms of head lice and should routinely check their child's scalp every week to

two weeks to check for the presence of any nits or live lice. If lice or nits are discovered, treatment should occur. However, treatment should never be initiated unless there is a clear diagnosis of head lice. A parent should notify the school nurse if nits or live lice are discovered so a screening may be conducted and that guidance and information can be provided regarding the treatment that is needed.

Please refer to the RISD website for complete guidelines on the management of head lice in RISD.

Wound Care. Students with draining wounds should be evaluated by a health care professional. All wounds must remain covered unless specific orders from a health care professional indicate otherwise. Students with wounds should not share soap, towels, lotions, and other personal care items.

* As determined by the school nurse and health services department, a student also can be excluded from attending school for other possible infectious conditions until the student obtains a doctor's diagnosis and treatment protocol.

Readmission of the student following medical exclusion will require one of the following:

1. Certificate of the attending physician attesting to the student's recovery and noninfectiousness.
2. Permit issued by the local health authority.
3. A period of time corresponding to duration of the communicability of the disease, as established by the Commissioner of Health for schools and childcare centers.

Health Screenings

Each year, RISD nurses conduct health screenings (vision, hearing, spinal, risk for diabetes, etc.) and examinations at different grade levels as required by state law.

Bacterial Meningitis

(RISD provides the following information about bacterial meningitis in accordance with State law.)

What is Meningitis? Meningitis is an inflammation of the membranes surrounding the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and least serious. Most people recover fully from viral meningitis. Medical management consists of supportive treatment and most people recover fully. Bacterial meningitis is much more serious and may involve complicated medical management. If diagnosed early, the majority of people make a complete recovery. In some cases, it can be fatal or leave permanent damage, including deafness, blindness, amputations, mental retardation or paralysis. Parasitic and fungal meningitis are very rare.

What are the Symptoms of Meningitis? The illness may develop over 1-2 days, but can progress in a matter of hours. Symptoms of the disease can vary, but typically include: severe headache, high fever, vomiting, sensitivity to bright lights, neck and joint stiffness, drowsiness/confusion, a rash of tiny red-purple spots on the skin. A person with bacterial meningitis may become very ill.

How is Meningitis spread? The different viruses that can cause meningitis can be spread in many ways. The most common viruses are spread through direct or indirect contact with mucus from the nose or lungs or through the feces of an infected person such as when changing a diaper. Some forms of bacterial meningitis are contagious. Bacterial meningitis is not spread through casual contact or by simply breathing the air where a person with meningitis has been. It is mainly spread from person to person through the exchange of respiratory and throat secretions (such as with kissing, coughing, sneezing, sharing drinking containers, utensils or cigarettes).

How can Bacterial Meningitis be prevented? Good general health practices help prevent meningitis and other illnesses. Bacterial meningitis can be prevented by not sharing food, drink, utensils, toothbrushes, or cigarettes. Vaccines against pneumococcal meningitis and haemophilus influenza type B meningitis are required for children under age 5. In addition, a vaccine against meningococcal meningitis is required for students on/after their 11th birthday (a dose on/after the 10th birthday will be accepted). *A booster dose between ages 16-18 yrs. is recommended.* A booster is recommended, as well, for some adults who are considered to be in certain high risk groups. Immunity develops within 7-10 days and lasts for about 5 years.

Will my child be excluded from school? Children with viral or aseptic meningitis should be kept out of school until they are fever free for 24 hours without the use of fever suppressing medications. Students with bacterial meningitis are excluded until written permission and/or permit is issued by a physician or local health authority.

For more information, contact your school nurse, a health care provider, the *Center for Disease Control and Prevention* at <http://www.cdc.gov>, the *Texas Department of State Health Services* at <http://www.dshs.state.tx.us>, or the *National Association of School Nurses* informational site on Meningococcal Meningitis at <http://www.voicesofmeningitis.com>.

Immunizations

Detailed information about immunizations required for enrollment is included on page 16.

Lockers

The District offers lockers to students at most campuses to assist them in storing books and personal items during the school year. Each student is responsible for keeping his/her locker clean and in good condition. Writing or marking on lockers is not permitted. Students are responsible for the security and content of their lockers and must be certain they remain locked. Lock combinations should not be shared with others.

Students may not keep any articles or materials in school-owned lockers that are forbidden by District policy, campus rules, or which would lead school officials to believe the item would cause a disruption to the school or a school-related event.

Student lockers are District property and remain under the control and jurisdiction of the school even when assigned to an individual student. Lockers may be inspected by school personnel if there is reasonable cause to believe they contain weapons, illegal substances, or other contraband. Students found to be in violation of this policy may be subject to appropriate disciplinary action, including expulsion.

Messages to Students

School telephones are in frequent use by the teachers and staff for school business. In the event of an emergency, a parent may phone the school office and ask that a message be given to a student. Student use of the school telephone is limited to emergency situations. Campuses will not make students available for telephone conversations with parents, or others, for routine matters.

Money/Personal Items at School

Students should not bring extra money or personal items not needed for educational purposes to school due to the risk of loss or theft. Students should bring only enough money for lunch or other necessities for each day. Personal items lost, stolen, or damaged, including cellular telephones and other electronic devices, will not be replaced from District funds.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs may be formed to promote a school program or to complement a particular student group or activity, with the approval of the campus principal.

Each organization must submit the following to the campus principal for approval:

- the constitution and bylaws of the organization
- a list of all activities and fundraisers, annually
- the budget of the organization, annually

Such organizations must agree to abide by all applicable District and campus rules and the Booster Club

Guidelines, as well as any applicable rules of the *University Interscholastic League (UIL)* as a condition of campus access.

Pledges of Allegiance and Moment of Silence

Each day, students will recite the Pledge of Allegiance to the United States flag and to the Texas flag. One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. Parents may submit a written request to excuse their child from reciting a pledge. Refer to page 30 for more information.

Safety and Health

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

- avoid conduct that is likely to put the student or others at risk;
- follow the behavioral standards in this *Guidebook* as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers;
- remain alert to and promptly report to a teacher or administrator any safety hazards such as intruders on campus or threats made by any person toward the student or staff member;
- know emergency evacuation routes and signals; and
- follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance. The District cooperates in a program to offer low-cost accident insurance to students. Students or parents pay the premium for the coverage if they choose to participate. Soon after the school year begins, parents will have an opportunity to purchase this low-cost insurance. RISD is not responsible for treating injuries and cannot assume liability for any costs associated with an injury.

Drills: Fire, Other Emergencies. Each campus and other District work locations conduct fire, tornado, and other safety or emergency drills from time to time that are designed to ensure the orderly movement of students and personnel to safety during an actual emergency.

Emergency Medical Treatment and Information. If the student has a medical emergency at school or during a school-related activity when the parent cannot be reached, the school may have to rely on previously provided information about special medical conditions, allergies to medications, foods, insect bites, etc. and prior written

parental consent to obtain emergency medical treatment. Each year, parents complete a student health form to obtain necessary information. Parents should ensure that the emergency care information on file with the school about their child is always up to date. Please contact the school nurse to update your student's medical emergency information.

Pest and Asbestos Management Plans. RISD follows integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including use of non-chemical control measures, pesticide use is sometimes necessary to ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied by certified pesticide applications. Except in an emergency, signs will be posted 48 hours before indoor application. Outdoor applications will be posted at the time of treatment and will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application inside their child's school should notify the principal at the beginning of the school year.

The District's asbestos management plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Facilities Services offices. If you have questions, please contact the Executive Director of Facility Services.

Steroids. State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe their use. Bodybuilding, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and may constitute a criminal offense. Students who participate in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program is available on the UIL website: <http://www.uil texas.org/health/steroidinformation>.

Tobacco Prohibited. The use of tobacco or tobacco products of any kind is prohibited on District premises. This prohibition extends to the use of e-cigarettes and related products. Students may not possess tobacco, tobacco products, or e-cigarettes and related products on any District premises. RISD and its staff strictly enforce prohibitions against the use of tobacco, tobacco products, and e-cigarettes by students and others on school property and at school-sponsored and school-related activities.

School Board Meetings/Agendas

RISD encourages parents to attend meetings of the Board of Trustees to learn more about District operations. All RISD School Board meetings are open to the public and

are posted at least 72 hours in advance of the meeting. Regular meetings generally are scheduled at 6:00 p.m., the first Monday of each month (except July and months when school holidays fall on the first Monday) and are held in the *Administration Building, 400 S. Greenville Avenue* in Richardson. The Board holds special meetings and work sessions as needed. All regular business meetings are audio/video recorded and the recordings are available at:

http://www.risd.org/group/aboutrisd/Board_Of_Trustees/BoardAgendaArchive.html.

The Board establishes policies that govern the schools in a number of ways. Board policies are available on the District website at <http://www.risd.org> under the "About RISD/Board of Trustees" tabs. The link for the Board Policy Manual is located at:

http://www.risd.org/group/aboutrisd/Board_Of_Trustees/BoardOfTrustees_Main.html. The Board holds final control of local school matters limited only by the state legislature, the courts, or by the will of the people as expressed in school district elections. Board decisions are based on a majority vote of Board members at a meeting.

Some of the general responsibilities of trustees include adopting policies, setting direction for curriculum, employing certified personnel, employing the superintendent, overseeing the operation of the schools, and appointing the internal auditor. The Board also approves the budget, sets requirements for operations of physical facilities, and solicits and evaluates suggestions of District citizens concerning school policies.

Special Programs

RISD provides special programs for students who are gifted and talented, homeless students, bilingual students, migrant students, students with limited English proficiency, students with dyslexia, and students with disabilities. The director of each program can answer questions about available programs and services and the eligibility requirements. Please contact your student's principal to obtain the name and contact information for the appropriate program director.

Student/Parent Complaints

Students or parents who have complaints or concerns about school matters can use the following procedures to address these issues:

- If the complaint involves a problem with a teacher, the student/parent shall, in most circumstances, discuss the matter with the teacher or the principal, depending on the nature of the problem.
- Where informal means have not been successful in resolving a complaint, a student/parent may file an appeal under the Student/Parent Grievance Policy FNG (Local). A student/parent who has a complaint

must, within fifteen (15) calendar days of the event causing the complaint, file the complaint in writing and request a conference with the principal or appropriate administrator. Copies of the policy and grievance forms are available from the school. The policy and grievance forms also are available in the policy manual online at:

<http://pol.tasb.org/Home/Index/370>.

- The principal/administrator will schedule and hold a conference with the student within seven (7) calendar days of receiving the request and will respond to the complaint in writing.
- If the outcome of the conference with the principal/administrator is not to the student's/parent's satisfaction, he/she may within seven (7) days of receiving the administrator's response, request a conference with the superintendent (or designee), who will schedule and hold a conference, and respond to the complaint in writing.
- If the outcome of the conference with the superintendent/designee is not to the student's/parent's satisfaction, he/she may submit to the superintendent/designee a written request to place the matter on the agenda of a future Board of Trustees meeting. The superintendent/designee shall inform the student/parent of the date, time, and place of the meeting. The Board will hear the student's/parent's complaint and take action as it is deemed appropriate. The lack of official action by the Board shall uphold the administrative decision at Level 2. The Board of Trustees will hear complaints that involve student information in closed session unless the parent requests an open hearing. If the complaint involves complaints about an employee, the RISD Board of Trustees will hear the matter in a closed session, unless the employee requests that it be public.
- Appeals of disciplinary decisions under the *Student Code of Conduct* are governed by the *Student Code of Conduct*. RISD also maintains other grievance procedures for certain issues (*See "Reviews and Appeals"*).

Students with Disabilities

RISD does not discriminate against any student, employee, or visitor on the basis of a disability.

Special Education Services. RISD assumes responsibility to provide services for identified students in compliance with the *Individuals with Disabilities Education Act (IDEA) 2004* according to policies and procedures established pursuant to federal and state laws and regulations. Parents of students with disabilities who may need special education services may request an evaluation for special education services at any time by contacting the counselor at their child's school. Detailed information is available through the office of *Special Student Services*,

701 Beltline Road, Richardson, Texas 75080, or by calling (469) 593-7500.

Section 504/ADA. Under § 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act*, students who have a physical or mental impairment that substantially limits a major life activity, such as learning, may receive accommodations to ensure that they are not excluded from any program or activity solely because of such impairment. Students with disabilities have access to the same services as non-disabled peers with the same qualifications.

Detailed information is available through the office of *Special Student Services*, 701 W. Beltline Rd. Richardson, Texas, 75080, or by calling (469) 593-7500 and/or the Section 504 Coordinator at (469) 593-7525.

Student Prayer

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

Suicide Awareness and Prevention

RISD is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of our students. Any parent who is concerned about his or her child, please access the following websites or contact your child's school counselor for more information related to suicide prevention and to find mental health services available in our area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

The District's central liaison for suicide awareness the Student Assistance Programs Director, 469 593-0800. Each campus also designates a campus liaison through the counselor's office.

Technology Resources

Electronic Communication Devices

Definition. *Electronic Communication Device* includes, but is not limited to: portable telephones (including cellular, digital, cameras, Internet capable devices, smart phones, iPads, iPods, iPhones, MP3 players, handheld games, Blackberries, Androids, computers, tablets, etc.); two-way radios; pagers/beepers (excluding amateur radios under the control of a licensed operator); or any other electronic device capable of transmitting electronic signals and/or connecting to the Internet either directly or via wireless connection (including Bluetooth and/or infrared technology).

Students in Kindergarten through Grade 5. All students are prohibited from using electronic communication devices without permission at school during the instructional day and lunch. The campus principal is responsible for determining the instructional day.

Students may possess electronic communication devices at school; however, such devices shall not be visible and shall remain off during the instructional school day. Students may use electronic communication devices during the school day with the permission of the classroom teacher or campus administrator for instructional purposes only.

Students in Grades 6-12. Students in grades 6-12 may possess and use electronic devices during the instructional school day in accordance with the Bring Your Own Device (BYOD) rules established by the campus principal. Under BYOD, RISD will provide access to its guest wireless network to authorized students who bring a personal device capable of receiving a wireless signal to school. Any use of personal devices at school must comply with the District's BYOD Guidelines and the *Guidelines for Responsible Use of Technology Resources*. In addition, campus administration at each school at which BYOD is implemented shall establish and communicate campus-specific rules and procedures to inform students as to the time, place, and manner in which personal devices may be used on campus.

Enforcement. A school official may allow the use of student electronic devices at school during the school day for instructional or other purposes. Any other use (or use that is in violation of the BYOD rules for that student and campus/grade) without the express permission of the school or grade level is in violation of the Electronic Communication Device Policy. To help ensure the testing environment is not compromised, schools may impose different rules for possession of electronic communication devices on days that statewide assessments or District benchmarks are administered.

A violation of this policy will result in confiscation of the device and the device may be searched. The device will only be returned to the student's parent/guardian after a parent conference which must be held within a reasonable amount of time. RISD expects that parents will promptly retrieve electronic communication devices confiscated under this policy. RISD is not responsible for theft, damage, or loss of any confiscated devices. Any devices not retrieved by the last day of school in the semester in which the device is confiscated will not be returned and will be forwarded to Student Services for disposal.

Responsible Use

RISD provides an array of technology resources to support the District's vision for all learners. These resources include (without limitation) Internet and wireless connectivity, network, devices such as

computers, telecommunication devices, and software. The District provides broad access to its educational tools and resources to improve communication, facilitate resource sharing, and encourage innovation and collaboration and expects all users – students and staff – to exercise good judgment and personal responsibility in their use of these resources. The District's policies, guidelines, support, and training are intended to promote the most effective, safe, productive, instructionally sound, and responsible uses of these tools. To ensure all users understand the District's expectations for appropriate use of technology resources, the District has developed *Responsible Use Guidelines* that apply to all users of District technology resources. A copy of the *Responsible Use Guidelines* is reprinted behind Appendix F.

Unacceptable and Inappropriate Use

Students are prohibited from possessing, sending, forwarding, posting, or accessing electronic messages, images, or any other information or data that are abusive, lewd, obscene, sexually oriented or designed to be sexually arousing, threatening, harassing (on any basis), damaging to another's reputation or standing; commonly referred to as "sexting"; reasonably likely to substantially disrupt school operations; or illegal. This prohibition applies during the school day on school premises or while attending any school-sponsored or related activity regardless of location. The prohibition also applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing information or data described above will be subject to discipline according to the *Student Code of Conduct* and may, as appropriate, be reported to law enforcement. Any student who engages in conduct that results in a breach of the District's computer security will be subject to disciplinary action in accordance with the *Student Code of Conduct* and the District may also report the conduct to law enforcement authorities. Engaging in inappropriate use of technology resources can lead to bullying or harassment or unlawful actions which could have long-ranging negative consequences. RISD encourages parents to carefully monitor their child's use of these resources and to discuss appropriate use and expectations. The State of Texas has developed a program that addresses the consequences of engaging in inappropriate behavior using technology. You may wish to review this material with your child. <http://beforeyoutext.com>

Single Sign On (SSO)

RISD maintains a Single Sign-On (SSO) solution to better serve the District's digital sign-on needs. The SSO portal consists of easy to use links to District sites and affiliated programs, tailored for each individual. Authentication to these sites is bypassed in the single sign-on environment. This allows both teachers and students to have faster

access to common District tools without the need for multiple passwords.

- Students K through 12 will have access to the SSO portal using their Google credentials. (K-2 will have Google credentials to use SSO but will not retain access to any of the Google Apps, including gmail, drive, etc. associated with District Google accounts.)
- Staff will access SSO using their current Active Directory domains accounts.
- Staff access to SSO will require a two-factor authentication to ensure security and privacy of data.

Title IX Compliance

RISD does not discriminate against any student or exclude any student from its educational programs or activities, including any class or extracurricular activity, on the basis of the student's gender. Gender may include a student's gender identity, gender expression, gender transition, transgender status, or gender nonconformity. Dr. Matthew Gibbins, Executive Director of Student Services, is the Title IX Coordinator.

Transportation

RISD's transportation system provides an economical means of transporting all of the eligible students who live in the school district. All transportation services are provided in a nonsegregated and nondiscriminatory manner. RISD contracts with Dallas County Schools to provide student transportation. Bus transportation will be provided to all students who (i) live two miles or further from their home school or (ii) are required to travel to and from school via a route that has been designated as a hazardous route. Bus routes and times will be posted at each school in the District before the first day of school. Bus transportation also is available to students who attend the District's magnet schools, are overflowed to a different campus due to over-crowding, and to disabled students who require transportation as a related service.

Use of School Facilities

RISD's buildings and facilities are intended for the primary use of educating District students and conducting activities that support the education of students. School buildings and facilities shall be available for community use by citizens of the District under conditions prescribed by Board policy and other District guidelines. Requests for use of school buildings and facilities should be made to the Facility Leasing office. A contract will be issued for approved requests. Applicants must satisfy school officials that their activity is lawful, guarantee orderly behavior, and underwrite any damages resulting from their use of the premises or equipment or a condition of facility use. School officials reserve the right to cancel any rental agreement, without cause, when it is deemed necessary to carry on the program of the school or District.

All school-sponsored clubs and groups and non-curricular student groups are eligible to use buildings and properties without charge during the regular school week. Energy and custodial charges will be assessed to school-sponsored and non-curricular groups on weekends and non-school days if the use is for fundraising. Members of any school-sponsored club or group or non-curricular group who wish to use a school building must have the approval of the building administrator. After the building administrator gives approval for use, the event must be scheduled with the appropriate staff member and placed on the school calendar. All events should be held under the supervision of an approved adult leader who will be responsible for the care of the building and other properties.

Visitors at School

Parents are encouraged and welcome to visit their child's school. Specific appointments with teachers, counselors, administrators and/or other staff members should be scheduled by calling the school's main office. Parents and other parties may not visit classrooms during the school day without authorization from an approved administrator.

All visitors must follow RISD's building entry procedures and must sign in at the front office upon arrival and receive authorization to enter the school. Any person who needs assistance with translation or an accommodation to ensure accessibility to a campus or other facility should notify the office of the particular need.

School personnel may request identification of any person on or seeking to enter the campus. RISD operates an electronic visitor entry system to screen potential visitors for sex offender status at each school campus. The principal or designee may also refuse to allow a person without legitimate business to enter school property and may eject any person from the property upon the person's refusal to leave peaceably on request.

Student visitors are not allowed on campus during the school day without permission from the principal or principal's designee. An RISD student is not permitted to "visit" another RISD campus after school hours except by administrator invitation or as a spectator or participant in a school activity. Failure to adhere to this guideline may result in disciplinary action.

2016-2017 STUDENT AND PARENT GUIDEBOOK

ADMISSIONS, ATTENDANCE, AND WITHDRAWAL

RISD accepts students for enrollment in the District in accordance with Chapter 25 of the *Texas Education Code* and RISD Board policy.

Age Requirements

The District will admit, free of tuition, a student who is eligible for enrollment if the student is over five and younger than 21 years of age as of the first day of September of the school year in which admission is sought.

Grade Placement

Kindergarten – A resident child who is at least five years of age on September 1 of the current school year is eligible for enrollment in kindergarten. If the child was enrolled in kindergarten in the public schools of another district prior to transferring to RISD, he/she is eligible for enrollment in kindergarten only if he/she was five years of age or older on September 1 of the current school year.

First Grade – A resident child who is at least six years of age at the beginning of the school year is eligible for enrollment in the first grade. If the child was enrolled in first grade in the public schools of another district or has completed kindergarten in the public schools of another district prior to transferring to RISD, he/she is eligible for first grade enrollment.

Second Grade and Above – A resident child who was enrolled in any grade, second through twelfth, of another public school or accredited school or has completed the previous grade in another public school or accredited school prior to transferring to RISD is eligible for enrollment in that grade level.

Testing for Acceleration – Contact your attendance area school counselor or the Office of Advanced Academic Studies, 469-593-0748, for information regarding formal testing for grade level or course acceleration.

Enrollment Procedures

A parent, guardian, or other person with legal control of the child may enroll the child in the District. RISD will record the name, address, and date of birth of the person enrolling the child. The parent/legal guardian must complete enrollment forms and provide the required documentation and register the child at the appropriate attendance area school.

Registration Forms – A student's parent, legal guardian, or other person having lawful control of the student shall complete appropriate registration forms upon the student's first enrollment and annually thereafter.

Students who have reached age 18 may complete and sign enrollment forms for themselves. Enrollment forms are available at each school campus or through the office of Student Services. Parents must keep enrollment information current at all times. Any time a student's address or home telephone changes or any daytime contact or emergency contact information for the parent/legal guardian changes, the parent should promptly notify the school and provide updated information.

Requirements for Enrollment – A person who enrolls a child in the District must provide (i) the child's birth certificate or other document suitable as proof of the child's identity;* (ii) a copy of the child's records from the school the child has most recently attended if the child has previously been enrolled in a school; (iii) proof of required immunizations; and (iv) acceptable proof of residency in RISD (See "Enrollment Eligibility" below).

**If the parent certifies that the birth certificate is not available, RISD will accept a valid passport, hospital birth record, church baptismal record, adoption record, driver's license, military identification card, or other legal document that establishes the child's identity.*

Use of Student's Legal Name – Each student must be identified on enrollment documents by the student's legal surname as it appears either on the child's birth certificate or other document providing suitable proof of identity or a court order changing the student's name. (*Texas Education Code* § 25.0021) The parent may notify the school of a preferred nickname the student uses.

School Attendance Zone – RISD follows a neighborhood school concept in which the student's school is determined by the area in which a student resides. Your address will determine the campus at which your student must enroll. Students who wish to attend a school other than the student's assigned home attendance area must follow the procedures set out in the *Intradistrict Transfer Guidelines* to obtain approval from the District to transfer to another school. The *Intradistrict Transfer Guidelines* are included in the Appendix.

Enrollment Eligibility

In addition to meeting the age requirements for enrollment and complying with enrollment procedures, a student must satisfy one or more of the following residency requirements as condition of enrollment. RISD does not accept for enrollment on a tuition paid basis for

students who live outside the District. However, the Board of Trustees has authorized the District to accept for enrollment (tuition-free) the following students who live outside the District:

- students of current RISD employees
- senior students who lose residency during their senior year
- properly enrolled students who move out of the District before the end of the grading period may remain through the end of the grading period

Continued enrollment under one of the exceptions above is contingent upon the student maintaining good attendance and conduct and otherwise complying with District and campus expectations.

General Residency Requirements:

- The student and either of the student's parents resides in the District;
- The student does not reside in the District but one of the student's parents resides in the District and that parent is a joint managing conservator, sole managing conservator, or possessory conservator of the student;
- The student and the student's guardian or other person having lawful control of the student under a court order reside in the District;
- The student has established a separate residence under *Special Residency Situations* below;
- The student is homeless as defined by federal law regardless of residence;
- The person is a foreign exchange student through a nationally recognized foreign program and is placed with a host family that resides in the District (subject to exceptions);
- The student resides at a residential facility located in the District;
- The student resides in the District and is 18 years of age or older or his/her disabilities of minor have been legally removed;
- The student does not reside in the District but his/her grandparent who provides a substantial amount of afterschool care resides in the District;
- A student who has been in attendance and is placed in foster care outside of RISD may continue RISD enrollment at the school he/she was attending until the student reaches the highest grade level at that school;
- The student is homeless.

Verification of Enrollment Eligibility – RISD reserves the right to make reasonable inquiries to verify a student's eligibility for enrollment. A post office box address is not sufficient to establish residency for purposes of enrollment. Proof of eligibility for enrollment (residency verification) is required every year from every student. A current lease or utility bill showing the parent's name at the enrollment address is required to verify residency.

Other documents will be accepted on an individual basis. If the District determines that a student no longer meets the requirements for enrollment, the parent/guardian or other person having lawful control of the student will be required to show current proof of residency or the student will be withdrawn from attendance.

Falsification of enrollment information is a crime. In addition to the penalty provided by § 37.10 of the *Texas Penal Code*, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the District if the student is not eligible for enrollment in the District, but is enrolled on the basis of false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) the maximum tuition fee the District may lawfully charge; or (2) the amount the District has budgeted for each student as maintenance and operating expenses. (*Texas Education Code § 25.001(h)*)

Special Residency Situations

Parents wishing to enroll students under situations requiring a Residency Affidavit or a Guardianship Affidavit must enroll through the Office of Student Services located in the Administration Annex at 400 S. Greenville Avenue, Richardson, Texas 75081.

Family Living with Friends or Relatives – If a parent/legal guardian provides acceptable proof of residency because the student and his/her parent/legal guardian reside in RISD with friends or family, the parent may furnish a **Residency Affidavit** to establish the student's eligibility for enrollment. The Residency Affidavit must be signed under oath by the parent and the resident friend or family member to verify the student's residence in the District. Proof of identity also will be required. The resident property owner or lessee also must provide a current lease or utility bill. Residency Affidavits must be submitted to the Office of Student Services for processing. Residency Affidavits must be renewed every school year or more frequently if a change in residence occurs.

Minor Student Not Living With a Parent (Establishing a Separate Residence) – A minor student who resides in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District may not enroll unless the parent, legal guardian, or other person having lawful control under a court order has completed an appropriate affidavit assigning responsibility for the student in all school-related matters to an adult resident of the District (**Guardianship Affidavit**). RISD may deny enrollment to any such student who has engaged in misconduct that results in any of the consequences found in the *Texas Education Code § 25.001(d)*, or who seeks enrollment for the primary purpose of participation in extracurricular activities. The Superintendent or designee shall determine whether a minor student residing in the District separate

and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities. RISD will not accept a student for enrollment under a Guardianship Affidavit if the student's parent/legal guardian resides in the District. Once RISD accepts a student for enrollment under a Guardianship Affidavit, the District will communicate with the appointed guardian regarding the student's educational matters. Guardianship Affidavits must be renewed every school year.

Students in Protective Custody of the State (Foster Care)

The District strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the State of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in RISD. A student who currently is in the conservatorship of the State and who is moved outside of the District's or school's attendance boundaries, is entitled to continue in enrollment at the school he/she was attending prior to the placement or move until the student reaches the highest grade level at that school. Please contact Debbie Dutton, RISD's liaison for children in the conservatorship of the state, at 469-593-0367, or deborah.dutton@risd.org, with any questions.

Students Who are Homeless

The District strives to assist students who are homeless with the enrollment and registration process as well as other educational services throughout the student's enrollment in RISD. Please contact Debbie Dutton, RISD's liaison for homeless students, at 469-593-0367, or deborah.dutton@risd.org, with any questions.

Health Information and Immunizations Required for Enrollment

Health Information. Each school year, the parent/guardian must complete a Student Health Information form, notifying the school nurse of information related to a student's health so the nurse will have sufficient information to respond and provide safe, informed care to the child should the need arise. It is the responsibility of the parent to promptly complete the form and keep the school nurse updated regarding any changes in the child's medical status or changes in emergency contacts.

Food Allergies. There are several types of adverse reactions that can occur with food. Adverse reactions can range from "food intolerance" to a food allergy that puts a child at risk for anaphylaxis. Unlike a food allergy, a food intolerance does not involve the immune system and is not life threatening. A food allergy diagnosis requires a careful medical history, laboratory studies, and other diagnostic tests ordered by a licensed healthcare provider.

The District requests to be notified when a student's physician diagnoses the student with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. The Student Health Information Form that is completed each year with other enrollment forms seeks information about the student's health, including any food allergies. Please notify the school nurse if your child has a known food allergy you have not already disclosed, or as soon as possible after any diagnosis of a food allergy.

Immunization Requirements. Refer to the following table for information on immunizations required for enrollment.

IMMUNIZATION REQUIREMENTS

The *Texas Education Code* and RISD Board policy FFAB require all elementary and secondary school children to be fully immunized for enrollment and continued attendance. Validation of immunization documentation from a physician, public health personnel, or school official from another state is required. Immunization records not documented in English must be translated into English before RISD will accept the record. Unless an exemption is recognized, students for whom RISD does not have valid records of required immunizations will not be allowed to remain in school. Records must show month, day, and year of all vaccinations. Parents are solely responsible for providing immunization records. The 2016-2017 school year immunization requirements are:

Vaccine	Student Age/Grade	Dose(s) Required
Diphtheria/Tetanus/Pertussis (DTP/DTaP/DT/Td/Tdap)	3 to 4 yrs. old	Must enter with at least 4 doses.
	Kindergarten (K), 1st, 2nd (and not yet 7 yrs. old)	Must enter with at least 4 doses, with at least one dose given on/after the 4 th birthday (BD).
	All students 7yrs. and older	Must enter with at least 3 doses, with at least one dose given on/after the 4 th BD.
	7th grade	Booster dose required if 5 or more years since the last dose of tetanus-containing vaccine.
	8th – 12th grade	Booster dose every 10 years.
Polio (OPV/IPV)	3 to 4 yrs. old	Must enter with at least 3 doses.
	All students (K – 12)	Must enter with 3 or 4 doses with at least one dose given on/after the 4 th BD.
	18 yrs old/older	No vaccine required.
Measles* (Rubeola/MS/MMR)	3 to 4 yrs. old	Must enter with at least 1 dose after the 1 st BD.
	All students (K - 12)	Must enter with 2 doses; both doses after the 1 st BD.
Mumps* (MU/MMR)	3 to 4 yrs. old	Must enter with at least 1 dose given on/after the 1 st BD
	K-6th grade	Must enter with at least 2 doses, both given after 1 st BD
	7th -12th grade	Must enter with at least 1 dose given on/after the 1 st BD
Rubella* (RUB/MMR)	3 to 4 yrs. old	Must enter with at least 1 dose given on/after the 1 st BD.
	K-6th grade	Must enter with at least 2 doses; both after 1 st BD.
	7th -12th grade	Must enter with at least 1 dose given on/after the 1 st BD
Haemophilus Influenza (Type B Hib)	3 to 4 yrs. old	Must enter with 3 or 4 doses with at least 1 dose on/after 1 st BD <i>OR</i> with only 1 dose if given on/after 15 mos. old.
	After 5 yrs. old	Vaccine not required.
Hepatitis B* (HepB/HBV)	All students (3 yrs. – 12th gr.)	Must enter with 3 doses.
Varicella (Chickenpox)*† (VAR)	3 to 4 yrs old	Must enter with at least 1 dose on/after the 1 st BD.
	K-12th	Must enter with 2 doses, both doses after 1 st BD.
Hepatitis A* (HepA/HPA)	3 to 4 yrs. old, K-6th grade	Must enter with 2 doses, both doses on/after the 1 st BD.
	7th grade	2 Doses (given after 1 st birthday) OR serologic confirmation of immunity
	8 th – 12 th	Not required but 2 doses <i>highly recommended</i>
Pneumococcal (Prevnar, PVC7, PCV13)	3 to 4 yrs. old	1 dose after 24 mos., <i>or</i> completed primary series/booster (2-3 doses before 12 mos. and 1 add'l dose after 12 mos. <i>or</i> 1 dose before 12 mos. and 2 add'l doses after 12 mos.)
	5 yrs. and older	No vaccine required.
Meningococcal (MCV4)	On or after 11 th birthday	Must enter with 1 dose. (A dose received on/after 10 th birthday will be accepted.) <i>Booster dose between 16-18 yrs. recommended</i>
Meningococcal B	7 th -12 th grade	Not required but <i>highly recommended</i> .

Exemption From Immunization Requirements: Parents who object to immunization requirements due to reasons of conscience, including religious beliefs, must request (online or in writing, by facsimile/hand delivery) an official exemption form for each child from the *Texas Department of State Health Services, Bureau of Immunization and Pharmacy Support, 1100 W. 49th St., Austin, TX, 78756*. Submit the completed, notarized form for each child to the school nurse. The form is valid for two years. If the student should not receive a required immunization for medical reasons, the student/parent must present a certificate, signed and dated by a physician registered and licensed to practice medicine in the state of Texas. The certificate must state the doctor's opinion that the required immunization poses a significant risk to the health/well-being of the student or any member of his/her family or household. Unless a lifelong condition is specified, the certificate is valid for one year from the date of signature and must be renewed every year. Please visit <http://www.dshs.state.tx.us/immunize/school> for additional information and/or to apply online to obtain an exemption form.

* Serologic confirmation of immunity to measles, mumps, rubella, hepatitis, or varicella *OR* serologic evidence of infection is acceptable in place of vaccine.

† Previous varicella illness may be documented by written statement from a physician, school nurse, or the child's parent/guardian (statement must state name of student, verify the student had varicella/chickenpox, state the approximate date of illness, and that student does not need vaccine. This written statement will be acceptable in lieu of any/all required doses of varicella vaccine.

Attendance/Absenteeism

RISD School Day

Elementary	7:50 a.m. – 3:00 p.m.
Junior High	8:15 a.m. – 3:30 p.m.
High School	9:00 a.m. – 4:10 p.m.

Prompt and regular attendance is essential for a student to make the most of the educational opportunities RISD offers. Excessive absenteeism negatively affects academic progress in school. It is in the best interest of each student both academically and behaviorally to attend school every day during the instructional year. Parents are encouraged to schedule medical or other appointment(s) after school hours, when possible. When appointments must be made during school hours, parents are encouraged to select a time after 10:00 a.m., return the child to school as quickly as possible, and avoid missing the same class repeatedly. Two state laws – one dealing with the required presence of school-aged children in school (*e.g.*, compulsory attendance) and the other with how a child’s attendance affects the award of a student’s final grade or course credit – are of special interest to students and parents. They are discussed below.

Compulsory Attendance

State law requires a child between the ages of 6 and 19, depending on when the child’s birthday falls, to attend school as well as any applicable accelerated instructional program, extended year program, or tutorial program (unless otherwise exempted by law).

The compulsory attendance rules also apply to students who enroll in pre-kindergarten and kindergarten, even if the students are younger than age 6, as long as they remain enrolled.

A student who voluntarily attends or enrolls after the student’s 19th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws if the student is under age 21. In addition, a student age 19 or older who has more than five unexcused absences in a semester may have his or her enrollment revoked. The student’s presence at school thereafter would be unauthorized and could be considered trespassing.

A student absent without permission from any class or required program or activity (including tutorials) will be considered in violation of the compulsory attendance laws and subject to disciplinary action.

State law requires a student in grades 3–8 to attend any assigned accelerated instruction programs, which may occur before or after school, on Saturdays, or during the summer if the student does not meet the passing standards of the state assessment for the student’s grade level and

applicable subject area. State law also requires attendance in an accelerated reading program for a student in kindergarten, first, or second grade who is assigned to such program. The campus will notify parents of children who are assigned to an accelerated reading program based on the results of a diagnostic reading instrument.

Exemptions. State law allows exemptions to the compulsory attendance requirements, subject to some limitations, for the following absences:

- Religious holy days (*See* section on religious observances);
- Documented required court appearances;
- Activities related to obtaining US citizenship;
- Absences of up to two days in a school year for:
 - a student serving as an early voting clerk, if the Board of Trustees has authorized such absences, the student notifies his/her teacher, and the student receives approval from the principal prior to the absences, and
 - a student serving as an election clerk, if he/she makes up any work missed;
- Documented, temporary absences for health care appointments for the student or a child of the student, including certain absences for recognized services for students diagnosed with autism spectrum disorders provided the student commences classes and/or returns to school on the same day of the appointment (a note from the health care provider is required);
- College visitation (*See* section on college visitation days);
- For children of military families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to active duty for, is on leave from, or immediately returned from certain deployments;
- Attendance at court ordered proceedings or any other court-ordered activity, provided it is not practicable to schedule the activity outside of the school day for children in state conservatorship; and
- Absence of student in grade 6-12 for the purpose of sounding “Taps” at a military honor funeral for a deceased veteran.

Excused Absences

A child required to attend school may be excused for a temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled provided acceptable documentation for the absence is provided to the principal.

Unexcused Absences

A student who is absent from any class or required school activity without authorization from the school shall

receive an unexcused absence for each school day or partial school day on which the student is absent.

Extenuating Circumstances

Absences for which the District may recognize extenuating circumstances in addition to those designated by law are:

- chronic illness, as established by a medical practitioner's note on file;
- funeral of an immediate family member, including one day of travel to and one day of travel from the funeral, if needed;
- family emergencies or unforeseen or unavoidable instances requiring immediate attention;
- medical or dental appointments; or
- any other unusual cause acceptable to the attendance appeal committee.

Non-extenuating Circumstances

Absences for which extenuating circumstances normally will not be recognized shall include, but are not limited to, the following:

- baby-sitting siblings;
- driver's license tests or personal business;
- job interviews, college visitations (except as excused through compliance with college visitation guidelines), and educational trips not approved by the school;
- off-campus instruction activities that cause the student to miss other classes (excluding approved extracurricular activities or as allowed by law);
- personal or family vacation; business trips; non-school related trips, classes, or activities; work activities other than District or approved work programs; private lessons; and
- truancy.

Official Attendance-Taking Time

Official attendance is taken every day during second period. RISD must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. A student who is absent for any portion of the day must promptly provide appropriate documentation to excuse the absence so an unexcused absence will not occur.

Documentation of Absences

When a student is absent from school (for a whole or partial day, even when sent home by the school nurse), the student must bring a note signed by the parent that describes the reason for the absence. A signed note from a healthcare provider also will be accepted if the absence was due to a healthcare appointment. A student who is 18 or older or who is an emancipated minor under state law may sign his/her absence documentation. Documentation

of absence should be provided immediately upon the student's return to school but no later than three school days after the absence. A student who fails to provide a note within the three-day period may receive an unexcused absence for the period of absence. Unless an absence is for a statutorily allowed reason under compulsory attendance laws, RISD is not required to excuse any absence.

Doctor's Note after Extended Absence for Illness. Upon return to school, a student absent more than four consecutive school days because of a personal illness must bring a statement from the student's healthcare provider to verify the illness or condition that caused the student's extended absence, and confirm that the student is released to return to school. The campus principal reserves the right to exclude the student from school until the medical statement is provided.

If a student demonstrates a questionable pattern of absences, the campus principal or attendance committee may require a statement from a healthcare provider verifying illness or other condition preventing the student from attending school after an absence of any length before an absence will be excused.

Religious Observances

The District shall excuse students from class for religious observances. Students shall not be penalized or deprived of reasonable make-up opportunities for such observances. Parents should submit a written request to the school in advance of the absence to excuse the student for the religious observance. Excused days include travel days to and from an out of town observance site. Excused days for travel to a remote observance site shall be limited to not more than one day for travel to, and one day for travel from the observance site. A student who is not in attendance due to an excused absence under this policy may not be penalized and shall be counted as if the student attended school.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the State compulsory attendance law. A student who is absent without permission from school; from any class; from required special programs (*e.g.*, accelerated instruction and required tutorials) will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his/her parents if a school-aged student is deliberately not attending school.

RISD may make a referral to truancy court if the student is absent from school without excuse for 10 or more days, or parts of days, within a six-month period in the same school year.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. If a student between the age of 12 and 18 violates the compulsory attendance law, both the parent and student could be referred to truancy court.

Driver's License Verification

For a student between the age of 16 and 18 to obtain a driver's license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's RISD attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) to submit to DPS may be obtained from the office.

Attendance for Credit

To receive credit or a final grade for a class, a student in Kindergarten – grade 12 must attend at least **90 percent** of the days the class is offered.

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or a full year. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If the student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

A student who attends less than 75 percent of the days a class is offered, or who has not completed the plan approved by the principal, will be referred to the attendance committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences.

In determining whether there were extenuating circumstances for a student's absences, the attendance committee will consider all absences, whether excused or unexcused, as well as the acceptability and authenticity of documented reasons for a student's absences and whether the absences were for reasons over which the student or parent could exercise any control. The committee will consider the extent to which the student has completed assignments, mastered the Essential Knowledge and Skills, and maintained passing grades in the course or subject. The student and/or parent will be given an opportunity to present information about the absences. In reaching a determination about a student's absences, the committee will attempt to ensure that its decision serves

the best interest of a student. Refer also to policy FEC (Local).

If a student is denied credit or a final grade for a class by an attendance committee, the student may appeal the decision according to the District's parent/student appeal procedures – FNG (Local). (Contact school office for more information.)

Home School

A school-age child, whose parents are providing a curriculum designed to meet the basic state-mandated education goals including reading, spelling, grammar, mathematics, and a study of citizenship, is considered to be attending a private school for the purpose of the compulsory attendance laws. RISD does not regulate, index, monitor, or approve the programs available to parents who choose to home school their children.

Parents may obtain information about home schooling from a variety of sources, some of which are found in local libraries and on the Internet. The state-mandated curriculum may be purchased from the TEA Publications office, 512-463-9744. RISD does not advise parents on home schooling.

Home-schooled students who wish to enter RISD will be assessed to determine the mastery level of courses taken during home schooling. The results of the assessment may be used to determine grade placement and/or award of credit upon enrollment.

Leaving School During the Day

A student who must leave school during the school day (doctor or dental appointment, religious observance, etc.) must provide a parental note or a parent must check out the student through the appropriate office. A student returning to the school during the same day must sign in at the appropriate office.

All campuses are "closed" campuses. Students shall not be allowed to leave the campus during the lunch hour or at any other time without administrative approval. Students who leave campus during the school day without administrative approval shall be subject to disciplinary action.

A student who becomes ill during the school day should, with the teacher's permission, report to the appropriate office. The nurse or office personnel will determine whether the student should be sent home and will notify the student's parent or guardian, as appropriate.

Tardiness

Occasionally, an unavoidable delay will cause a student to be tardy. When a student is tardy, valuable instructional time is missed and causes a disruption in the educational process. Discipline for tardiness will be handled at the campus level.

Elementary Students:

A student who is not in his/her assigned classroom when the tardy bell rings is tardy. A student who is more than 15 minutes late to a class period may be designated as absent for a partial day and the absence may be counted as an unexcused absence on the attendance record.

Secondary Students:

A student who is not in his/her assigned classroom when the tardy bell rings is tardy. Students who are tardy must follow the campus Tardy Eliminator process to obtain permission to enter class after the tardy bell.

Truancy Prevention

In an effort to address student conduct related to truancy and encourage regular school attendance, RISD provides the following preventative measures:

- An attendance expectations letter is distributed to all parents at the beginning of the school year that emphasizes the importance of good attendance and explains the consequences of excessive absences and truancy.
- Daily Notification of absences by phone and/or email through the RISD Edline Notification System. (If you are not receiving these notifications, please verify your phone number and/or email address with your home campus.)
- Warning Letters are sent out after 3 unexcused absences to the address that was provided on the student's enrollment card. (If your address changes at any time during the school year, please notify your home campus.)

Other strategies to encourage good attendance that may be implemented include but are not limited to:

- Truancy Rules posted at each secondary campus

- Schoolwide announcements and training
- Conferences with students
- Conferences with parents/guardians
- Attendance incentives

In addition, each campus will implement truancy prevention measures as required by law when a student has three or more unexcused absences in a four-week period. Parents are encouraged to contact their home campus to schedule a conference for any continuing truancy concerns.

Withdrawing from School

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older or an emancipated minor may request withdrawal without a parent's or guardian's signature. The school requests notice from the parents at least three days in advance so that records and documents may be prepared. Withdrawal forms are available from the principal's office. On the student's last day, the withdrawal form must be presented for signature to each of the student's teachers, the school nurse, librarian, and counselor. A withdrawing student must return all library books and textbooks, pay any fines or charges for lost or damaged library or textbooks, and pay any other outstanding charges. The completed withdrawal form must be returned to the appropriate office. A copy of the withdrawal form will be placed in the student's permanent record and a copy of the form will be provided to the student or parent on request.

A student's continuous, consecutive absences without notification may result in administrative withdrawal from enrollment.

2016-2017 STUDENT AND PARENT GUIDEBOOK

GRADING, STUDENT PROGRESS, ACADEMIC PERFORMANCE & TEXTBOOKS

Refer to the RISD *Secondary Program of Studies* for Specific Information on Secondary Grading and Academic Performance.

Auditing a Course

Auditing a course is defined as taking a course in which a student already has received credit. Requests to audit credit-bearing courses are rarely granted. In such cases, the student earns no grade and/or credit, and the course is not included in the student's Academic Achievement Record (transcript).

Academic Dishonesty

Cheating, Plagiarism, Academic Dishonesty

RISD expects all students to demonstrate integrity and ethical decision-making in all classes and school activities. Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use of one's own or another person's original ideas or writing without giving credit to the true author, also is considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Improperly obtaining a teacher's test questions or answer key is also considered cheating and may subject a student to discipline. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty also may be subject to disciplinary penalties under the *Student Code of Conduct*.

Campus Homework Expectations

Each campus shall develop a consistent process for homework guidelines through the leadership of the principal in collaboration with the campus teachers. The process should be in place by the start of each school year and should include time recommendations for assignments, clearly stated purposes for homework, strategies for teachers and parents, and the communication plan to be used with parents and students at the campus and classroom teacher level. The campus homework process must be provided to parents and students at the beginning of the school year and to new parents when enrolling their students.

Career and Technology Education Programs

The District offers a wide variety of career and technology education programs to appeal to the interests and needs of

its diverse student population. Refer to the *Secondary Program of Studies* for specific courses and sequences. Admission to these programs is based on student interest, class availability, and completion of any required prerequisite coursework. District staff will ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs and all programs are offered and administered in a nondiscriminatory manner.

Class Schedules (Secondary Schools)

All students are expected to attend school for the entire school day and to maintain a class or course schedule to fulfill each period of the day unless a shortened school day is provided to the student under an IEP or § 504 Plan. Exceptions may be made occasionally by the campus principal for students who meet specific criteria under Board policy or administrative guidelines to enroll in less than a full day's schedule.

Class Rank and District Graduation Honors

Refer to the *Secondary Program of Studies* for detailed information and a description of the criteria for class ranking and District graduation honors.

For purposes of automatic admission to a college or university as described below, RISD determines and reports high school class rank as follows:

- Class rank shall be based on grades at the end of the 11th grade, middle of the 12th grade, or upon graduation, whichever is most recent at the application deadline.
- The top 10 percent of the high school class shall not contain more than 10 percent of the total class size.
- RISD high schools shall report student class rank as a specific number out of a specific number of the total class size (*e.g.*, 2 out of 200).
- RISD shall determine class rank by the school from which the student is expected to graduate.

College and University Admissions

For two school years following graduation, a student who graduates in the top 10 percent, and in some cases, the top 25 percent, of his/her class is eligible for automatic admission to a four-year public college or university if the student –

- Completed the requirements for the Recommended or Advanced/Distinguished Achievement Program;* or
- Satisfied the College Readiness Benchmarks on an ACT assessment or earned a score of at least 1,500 out of 2,400 or equivalent on the SAT assessment.

* *Beginning with ninth graders in the 2014-2015 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This requirement means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.*

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the college or university to which an application is submitted.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for the incoming resident freshmen. For students who are eligible to enroll in the university during the summer or fall 2017 term, the university will admit the top seven (7) percent of the high school graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

If a college or university adopts an admission policy that automatically accepts the top 25 percent of a graduating class, the provisions above also will apply to a student ranked in the top 25 percent of his/her class.

Contact your high school counselor for further information about automatic admissions, the application process, and deadlines.

College Credit Courses

Students in grades 9-12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include dual credit or Advanced Placement (AP) courses;
- Enrollment in AP or dual credit through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with local community colleges, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved. Not all colleges and universities accept credit earned in dual credit or AP courses taken in high school for college credit. Please check with the school counselor and the prospective college or university for more information.

Credit By Examination

With Prior Instruction. A student who has previously taken a course or subject but did not receive credit for it may, in accordance with Board policy and District guidelines, be permitted to earn credit by examination by passing an examination on the essential knowledge and skills defined for that course or subject. Prior instruction includes, without limitation, incomplete coursework due to a failed course, loss of credit due to excessive absences, homeschooling, or coursework completed in an unaccredited or foreign school. The campus principal or designee or a school attendance committee will consider whether a student should be allowed to earn for credit by examination when prior instruction has occurred. If approval to take the examination for credit is granted, the student must earn a minimum score of at least 70 on the examination to receive credit for the course or subject.

With No Prior Instruction. RISD will permit a student to take an examination to earn credit for an academic course or subject area for which he or she has had no prior instruction or to accelerate to the next grade level. A student may not attempt to earn credit by examination for acceleration more than twice in the same subject. An elementary student may be allowed to skip a grade if he/she scores 80 percent or above on each section of a Board approved exam for acceleration, the parent/guardian gives written permission for the acceleration and the principal or designee recommends acceleration. A secondary student will be given credit for a subject if he/she scores 80 percent or above on the Board approved examination for the subject. Before the beginning of the year in which a secondary student normally would enroll in a course sequence, a student will be given credit if he/she scores 3 or higher on the applicable Board approved Advanced Placement or a scaled score of 50 or higher on a Board approved CLEP test. A student who does not earn the minimum required score must complete the course to receive credit.

RISD offers examinations for acceleration four times each year on the dates established by the State Board of Education. The dates are available on Edline and from the Office of Advanced Academic Studies. RISD will not administer District developed exams on alternate dates. Examinations administered by third parties may occur on different dates. *Contact the Office of Advanced Academic Studies for information concerning credit by examination. 469-593-0748.*

Extracurricular Activities

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual and group recognition, build strong friendships with other students, and build strong connections to school. RISD offers many extracurricular choices designed to appeal to a wide array of student interests and abilities. Participation in extracurricular activities is a privilege, not a right.

Grading & Participation

Students who participate in activities sponsored by the University Interscholastic League (UIL) are eligible to participate in contests during the first nine weeks of the school year provided the following standards have been met:

- **Students beginning grades nine and below** must have been promoted from the previous grade prior to the beginning of the current school year.
- **Students beginning in their second year of high school** must have earned five credits which count toward state high school graduation requirements.
- **Students beginning their third year of high school** either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- **Students beginning their fourth year of high school** either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

In addition, to be eligible to participate in any extracurricular activities, a student must be enrolled and attending an RISD school at least 15 calendar days prior to the application deadline for tryouts or election. If the UIL or other state or national regulations of the organization or activity imposes a longer enrollment requirement for eligibility, the longer requirement will be followed. State law and/or the UIL rules also govern eligibility for participation in school-related activities. The following requirements apply generally to all RISD extracurricular activities (UIL and non-UIL governed):

- A student who, at the end of a grading period, receives a grade below 70 in any academic class (except a class exempted under the “No Pass No Play” rules) may not participate in extracurricular activities for at least three school weeks.
- An ineligible student may practice or rehearse.

- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

All students, including adult students, are ineligible for all varsity athletics the first year of attendance at a new school, unless: (i) the student’s parents reside within that attendance zone, (ii) the student fulfills one of the exceptions listed in § 442 of the UIL Constitution & Contest Rules, or (iii) the student is granted a hardship waiver of the residence rule. (*See Secondary Program of Studies* for additional information.)

A student who wishes to participate, or continue to participate, in the District’s athletic programs governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

Grading

Teachers follow the District’s grading policy as well as grading guidelines that have been approved by the principal and are designed to reflect each student’s relative mastery for the assignment, grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District’s grading policy. The District will not require a teacher to assign a minimum grade without regard to the quality of a student’s work on an assignment. Parents and students are urged to discuss questions about grade calculation directly with the teacher. If the question is not resolved, the parent or student may contact the principal for further review. (*See "Student/Parent Complaints".*)

To earn credit for a course, a student must receive a grade of 70 each semester (or 70 average for full current year courses at grades 7 – 12) based on specific course or grade level standards. Campus guidelines for grading must be consistent with District expectations and shall be clearly communicated to students and parents at the beginning of each school year and upon the student’s enrollment later in the year. (*See “Report Cards/Grades & Progress Notices,” “Campus Homework Plan,” “Make-up Work Requirements.”*)

Graduation Requirements/Honors

Detailed information regarding the requirements for high school graduation (including graduation honors) can be found in the RISD *Secondary Program of Studies*. This District publication is maintained online and is available to all students and their parents. *See* <http://www.risd.org>. A paper copy may be obtained from the campus counseling office. Graduation requirements are also posted on the RISD website at <http://www.risd.org>.

Guidance and Counseling Assistance

Professional school guidance counselors are assigned to each RISD campus. The counselors conduct guidance activities in the classrooms and provide academic, social and career guidance support to students, parents, teachers and administrators. The school counselor also is available to assist students with a wide range of personal concerns, such as bullying, social, family, or emotional issues, or substance abuse. The counselors may also make information available about community resources to address personal concerns. Parents are encouraged to contact their child's counselor when questions arise.

Students and parents also are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, and graduation requirements. Each spring, students in grades 6 through 11 will receive information on anticipated course offerings for the next year. Course information is used in completing 6-Year Plan and pre-registration for the following school year. To help plan for the future, students should work closely with the counselors to enroll in junior high and high school courses that best prepare them for attendance at a college, university, training school, or for the pursuit of some other post-secondary activity. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarship opportunities.

Late Work

Teachers shall inform students and parents of grading guidelines for assignments/homework that are not turned in at the time designated by the teacher. Specified timelines and point reductions should be communicated at the beginning of each semester. Point reductions for late work should be reasonable, and more severe point reductions should be administered only after the initial specified timeline has not been met.

Make-up Work Requirements

Make-up assignments or tests shall be made available to students after any absence, including absences as a result of suspension. The teacher shall not impose a grade penalty for make-up work completed within the specified timelines after an absence due to suspension except in the case of academic dishonesty. Teachers shall inform their students of the time allotted for completing make-up work after any absence. Students shall complete make-up assignments and tests after absences within the specified timelines. Students shall receive a zero for any assignment or test not made up within the allotted time. Teacher(s) may assign additional work to ensure students who have been absent have sufficient opportunity to master the essential knowledge and skills or to meet subject or course requirements. The assignments shall be

based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

- Suspension – The teacher will not impose a grade penalty for make-up work completed within the specified timelines after an absence due to suspension, except in the case of academic dishonesty.
- Unexcused Absences – The teacher will not impose a grade penalty for make-up work completed within the specified timelines after an unexcused absence, except for truancy.
- Truancy – A student who is truant (the unexcused voluntary absence of a student from school without parental consent) may be allowed to make up work missed within the specified timelines, but a 30-point reduction will be imposed; thus, a 70 is the highest grade that can be earned on any assignment missed due to truancy.

Parent/Teacher Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time. Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance (See "Report Cards"), (2) if the student presents any other problem to the teacher, or (3) any other time the teacher determines a conference would be beneficial.

Promotion and Retention

RISD will promote students only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by RISD. Teachers use course assignments and evaluations to determine a student's grades in a subject. An average of 70 or higher is considered a passing grade.

Elementary School Promotion - Grades 1-6

Grades 1-2: Promotion of students in grades 1 and 2 shall be based on formal and informal assessments.

Grades 3-6: To be promoted from one grade level to the next, a student must attain an overall average of 70 or above for all subject areas.

If a student in grades 5-8 meets promotion standards under the Student Success Initiative or other state-mandated testing requirement, but does not attain a grade of 70 or above in language arts, mathematics, science, and social studies as required for promotion to the next grade level, the school shall convene a placement committee to review the student's overall academic performance and may develop a plan under which the student may be placed in the next grade. The superintendent or designee shall develop guidelines that schools will follow in reviewing a student's performance and developing placement plans.

Junior High School Promotion - Grades 7 & 8

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in all of the following subjects: language arts, mathematics, social studies, and science.

Promotion - Retention Committee - Grades 7 & 8

A campus promotion-retention committee, comprised of the principal, counselor, and specified teachers, shall determine, based on the student's individual strengths and weaknesses, the remedial and compensatory strategies to be used for students who fail to be promoted but are not retained, or who are otherwise considered to be at-risk for academic reasons. The committee shall monitor the progress of at-risk students to assess their readiness to be instructed in the regular program without remedial and compensatory strategies.

Accelerated Instruction – Grades 3-8

Parents of a student in grades 3-8 who does not perform satisfactorily on his or her exams will be notified that the student must participate in special instructional programs designed to improve performance. The student may be required to participate in the special instruction before or after normal school hours, on Saturdays, or outside of the normal school year.

Students in Grades 5-8 also must pass state-mandated exams at certain grade levels to be promoted to the next grade level (See "State Testing Requirements").

High School Advancement in Classification – Grades 9-12

Mastery of at least 70 percent of the objectives on state-approved courses is required. Grade level advancement for students in grades 9-12 must be earned by course credits as follows:

- **Beginning Grade 10:** Six (6.0) accumulated credits
- **Beginning Grade 11:** Twelve (12.0) accumulated credits

- **Beginning Grade 12:** Eighteen (18.0) accumulated credits.

Changes in grade level classification are made only at the beginning of the fall semester.

Students with Disabilities

(All grade levels)

Mastery level, promotion standards, appropriate assessment, acceleration options, and/or grade level classification for any student who is receiving special education services shall be determined by the student's Admission, Review, and Dismissal (ARD) committee or § 504 committee.

Students with Limited English Proficiency

(All grade levels)

In assessing students of Limited English Proficiency for mastery of the essential elements, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

- Assessment in the primary language.
- Assessment using ESL methodologies.
- Assessment with multiple varied ESL

Promotion - Retention & Excessive Absences (Denial of Credit) Appeals

(All grade levels)

A campus Promotion-Retention Committee, comprised, at a minimum, of the principal, counselor, and specified teachers, determines placement, retention, and decisions on appeal for students in grades not covered by the Student Success Initiative. The committee will also determine, on the basis of student's individual strengths and weaknesses, the remedial and compensatory strategies to be used for students who fail to be promoted but are not retained, or who are otherwise considered to be at-risk for academic reasons. Finally, this committee will review denial of credit due to excessive absences upon student/parent request. Any appeals must be requested within thirty (30) days of the end of the semester in which the disputed decision is made.

Report Cards/Grades & Progress Notices

Report cards with each student's grades or performance and absences in each class are issued to parents every nine weeks. At the mid-point of each grading period, the school will send a notice of progress to the parents of all students. Teachers also will inform the parent of a student whose grade falls below 70 during the latter half of the grading period. The notice of student progress shall be communicated on a District form or on a form developed and approved at the local building level. (See EIA(LEGAL)) If a student receives a grade that is deemed

borderline or less than 70 in any class or subject during a grading period, the parent should schedule a conference with the teacher of that class or subject. At the end of each grading period, parents are asked to review their student's report card, sign the card, and return it to the school.

Report Cards/Individual & Civic Responsibility

Individual and Civic Responsibility (I&CR) grades will be issued on the nine-weeks report card. Every teacher issuing I&CR grades will specify the criteria used to determine the grade. The grading for I&CR grades for elementary students shall be as follows:

- E = Consistently demonstrates I&CR components.
- S = Improvement shown in demonstrating I&CR components.
- N = Needs improvement in demonstrating I&CR components.
- U = Unsatisfactory/rarely demonstrates I&CR components.

The grading for I&CR grades for secondary students shall be as follows:

- A = 95
- B = 85
- C = 75
- F = 65

RISD Nontraditional Academic Programs

RISD is committed to serving the needs of all students, which includes those students who need a nontraditional instructional arrangement.

Memorial Park Academy (MPA). A newly expanded program of choice that allows qualifying RISD secondary students to experience a rigorous, self-paced curriculum while working in a small group setting to earn high school credits needed to earn a high school diploma. Students may attend MPA at no cost. MPA offers two sessions each day and students attend for four hours (8:30 a.m. – 12:30 p.m. and 12:00 p.m. – 4:00 p.m.). Students who desire to enroll in the MPA program must complete an application and participate in an interview. The MPA program counselor will evaluate the student's transcript and work with the student to develop a strategy to allow the student to graduate under his/her desired graduation plan. Tutoring is available to struggling students. Students who complete their studies in the MPA program may participate in graduation ceremonies with their home campus and will receive a diploma from their home campus. For more information about this program, contact your campus counselor.

Night School. RISD secondary students are eligible to enroll in night school for the purpose of earning credits

lost (credit recovery). Night school is not recommended for advancement purposes in core courses. The setting does not provide for intense academic development needed to prepare students for the exit level TAKS or EOC assessments that they must pass to graduate in RISD and other Texas public schools. College admissions committees, particularly in competitive arenas, carefully review all aspects of the student's transcript. In addition to evaluating the rigor of course choices, they often consider the options students choose to earn those course credits. Although necessary as a backup option for credit recovery in a course in which the student has previously been instructed, to enroll in night school as an initial manner of earning core course credit is not recommended. See your counselor for night school information, applications and related STAAR and EOC requirements.

Spring Final Exam Exemption Guidelines

RISD seniors may be exempted from each spring semester final exam for classes in which they have no more than three absences (excused or unexcused) and an average of 85 or above for the 3rd and 4th nine-weeks, including quality points. Other final exam exemptions must be approved by the Superintendent's Advisory Council.

Early Graduates

All students who are eligible to participate in graduation ceremonies are eligible for final examination exemptions if they have no more than three absences (excused or unexcused) and an average of 85 or above.

2016-2017 Standardized Testing and Accountability under State and Federal Law

Accountability Reporting

RISD and each campus are held to certain standards of accountability under state and federal law. RISD publishes and disseminates certain reports and information concerning accountability, which include:

- Texas Academic Performance Report (TAPR), for the District, compiled by TEA, based on academic factors and ratings;
- School Report Card (SRC), for each campus, compiled by TEA, based on academic factors and ratings;
- District financial management report, which includes the financial accountability rating TEA assigns to the District;
- Community and Student Engagement Accountability System (CSEAS), the performance ratings of the District's evaluation of community and student engagement using the indicators required by law;
- Federal report card based on information compiled by TEA as required by applicable law.

Information about these reports is available on the District’s website www.risd.org. Hard copies may be obtained through the Public Information Office. TEA also maintains additional accountability and accreditation information at <http://www.tea.texas.gov>.

State-Mandated Assessments

In addition to routine tests and other locally developed measures of academic mastery and achievement, students at certain grade levels must take state-mandated assessments as described below.

STAAR (State of Texas Assessments of Academic Readiness) Grades 3-8

Students will be assessed in the following subjects:

Mathematics*	Annually in grades 3-8
Reading	Annually in grades 3-8
Writing (including spelling & grammar)	Grades 4 and 7
Science	Grades 5 and 8
Social Studies	Grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law for promotion to the next grade level unless the student is enrolled in a reading or math course intended for students above the student’s current level.

Parents of a student in grade 3-8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

Under the state-mandated assessment system (STAAR), a student in grade 5 or 8 will have two additional opportunities to take a failed assessment in reading and/or math. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. For the student to be promoted based on standards previously established by the District, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

STAAR-A will be available for an eligible student with a Section 504 plan who has been identified as a student with dyslexia or a related disorder, as well as for a student who receives special education services, if the student meets

state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2 will be available for eligible students receiving special education services who meet certain state-established criteria, as determined by the student’s ARD committee.

STAAR Spanish is a version of the STAAR test for students who must be tested in their native language of Spanish.

STAAR-L is a linguistically accommodated assessment that is available for certain Limited English Proficient (LEP) students, as determined by the Student’s Language Proficiency Assessment Committee (LPAC).

STAAR End-of-Course Assessments (Grades 9-12)

Beginning with students who entered ninth grade in the 2011-2012 school year, end-of-course (EOC) assessments will be administered in the following courses:

Mathematics	Algebra I
English	English I, II
Science	Biology
Social Studies	U.S. History

Satisfactory performance on the applicable assessments will be required for graduation; unless otherwise waived or substituted as allowed by state law. A student in a lower grade who takes a course for which an EOC applies also will be required to take the EOC for the course.

Students will have three testing windows each school year (during the fall, spring, and summer months) in which to take an EOC assessment. A student who does not meet satisfactory performance on a test will have additional opportunities to retake the assessment.

Refer to the *Secondary Program of Studies* for further information.

TAKS (Texas Assessment of Knowledge and Skills)

Students who entered the ninth grade before the 2011-2012 school year and who are not subject to End-of-Course (EOC) testing requirements under STAAR must pass the “exit level” TAKS assessments in the subject areas of mathematics, English/Language Arts, social studies, and science to graduate.

NOTE: Passing required state-mandated tests is only one of the criteria a student must meet to receive a high school diploma. Students and parents should work with their guidance counselors every year to review course credits/requirements in grades 9 through 12 to ensure that all other requirements are met.

Other Standardized Testing

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the SAT or ACT for admission. Students are encouraged to talk with their counselor during their junior year to determine the most appropriate exam to take. The exams usually are taken at the end of the junior year. RISD administers the Preliminary SAT (PSAT), a preparatory and readiness assessment for the SAT, to students in the eighth and tenth grade each fall. RISD administers the ACT to juniors each spring.

Participation in these assessments may qualify a student to receive a performance acknowledgement on his/her diploma and transcript under the foundation graduation program and may qualify as a substitute for an EOC testing requirement. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Most students must take the standardized TSI assessment prior to enrollment in a Texas public college or university. The TSI is designed to assess the reading, mathematics, and writing skills that entering freshmen-level students need to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. The TSI assessment also may be required before a student enrolls in a dual-credit course offered through the District. A student who achieves certain benchmark scores on the TSI assessment for college readiness also may be exempt from certain EOC assessment requirements in limited circumstances. RISD administers the TSI to all tenth grade students. In addition, students who achieve qualifying college readiness scores on the PSAT, SAT, or ACT may be exempt from the TSI assessment requirement.

Student Honors and Awards

Refer to the RISD *Secondary Program of Studies* for complete listings of student honor programs, awards, organizations, courses, and the local requirements for them.

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials

Overview: Textbooks and other District-approved instructional materials for each subject or class are provided to students free of charge. Other instructional materials such as electronic textbooks and technological equipment also may be provided to students, depending on the course and course objectives. The student and parent are responsible for all instructional materials issued to the student. This responsibility includes the return of the materials in good condition to RISD at the end of the term/year or when the student withdraws from the District.

Condition of Instructional Materials: The student is responsible for keeping the textbook, electronic textbook, or other instructional materials in good condition. Books must be covered and treated with care. Writing or marking on non-consumable textbooks is not allowed. If the student is issued a damaged item, he/she should notify the teacher immediately.

Fines: Any misuse of the instructional materials due to carelessness or neglect may be considered cause to charge the student a fine for that item. The fine assessed could be the price of the item if the damage is such that it cannot be reissued to another student. A student who fails to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or damage is paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

Refunds: If a lost textbook is later found, the student or parent may receive a refund if requested by June 15 of the current school year in which the textbook was lost. Refunds for textbook(s) lost during summer school sessions must be requested by August 15 following the current summer school session.

Tutorials

If the District provides tutorial services at schools, it shall require a student to attend if his/her grade in any subject for a reporting period is lower than 70.

2016-2017 STUDENT AND PARENT GUIDEBOOK

PARENT INFORMATION AND RIGHTS

Accessing Student Records

A parent may review his/her child's student records. Refer to the "Student Information and Records" section in this *Guidebook* for more information on your rights to access your student's records, as well as your rights to authorize or limit release of your child's Directory Information and whether your secondary student's information may be released to military recruiters or institutions of higher education.

Communicating with Student via Electronic Media

Teachers and other approved employees are permitted by RISD to communicate with students through the use of electronic media in an appropriate manner at appropriate times and within the scope of the individual's professional responsibilities. For example, teachers maintain an Edline page for communication and may communicate educational information through other electronic means such as email or text message. If you prefer that your student not receive any one-to-one electronic communications from a District employee, please contact the campus principal.

Displaying Student Artwork and Projects

Teachers may display students' work, which may include personally identifiable student information, in the classroom or elsewhere on campus as recognition of student work or achievement. The District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and the like on the District's website, on a campus website, in printed material, by video, or by other method of mass communication.

Human Sexuality Instruction

Students receive instruction related to human sexuality as a part of the District's curriculum. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- devote more attention to abstinence from sexual activity than to any other behavior;

- emphasize that abstinence is the only method that is 100% effective to prevent pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- if included in the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory tests.

The District's human sexuality curriculum includes instruction about reproduction, pregnancy, human development, building responsible relationships, and the risks of adolescent sexual activity. Instruction also covers communicable diseases such as Human Immunodeficiency Virus (HIV) and Sexually Transmitted Diseases (STDs). The human sexuality curriculum is abstinence based and explains that abstinence is the only 100% effective method in preventing pregnancy and STDs. The content of the District's human sexuality curriculum is based on the Texas Essential Knowledge and Skills (*See 19 TAC Chapter 119*) and is consistent with the requirements of the *Texas Education Code*. A summary of the District's curriculum regarding human sexuality appears also on the District's website at <http://www.risd.org> under the Parent tab/Health Services.

A parent of an RISD student has the right to review human sexuality instruction curriculum material and to remove his/her child from any part of the District's human sexuality instruction without penalty. Parents also have the opportunity to be involved in the District's School Health Advisory Council (SHAC), which reviews curriculum and instructional materials and makes recommendations to the RISD Board of Trustees concerning the District's health education curriculum and practices.

Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education placement or expulsion.

“Opting Out” of Physical Screenings

A parent may deny permission for his/her student to participate in any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Parenting and Paternity Awareness Instruction

A child under age 14 must have parental permission to receive instruction in the District’s parenting and paternity awareness program, otherwise your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the District’s health education classes.

Participation in Federally Required, State-Mandated, and District Assessments

A parent may request information regarding any State or District policy related to the parent’s child’s participation in assessments required by federal law, state law, or the District.

Professional Qualifications of Teachers and Staff

A parent may request information regarding the professional qualifications of his/her child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field or discipline of his/her certificate. Parents also may request information about the qualifications of any paraprofessional who may provide services to the child.

Psychological Evaluation

A District employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency for child abuse investigations and reports.

Recitation of the Pledges to the U.S. and Texas Flags

A parent may request that his/her child be excused from participation in the daily recitation of the Pledge of

Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing and should be submitted to the student’s principal. State law does not allow a student to be excused from participation in the required minute of silence or silent activity that follows the recitation of the pledges.

Recitation of a Portion of the Declaration of Independence

A parent may request that his/her child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text during Celebrate Freedom Week unless (i) the parent provides a written statement requesting that his/her child be excused; (ii) the District determines that the student has a conscience objection to the recitation; or (iii) the parent is a representative of a foreign government to which the US government extends diplomatic immunity.

Removing a Student from Class for Tutoring or Test Preparation Purposes

A teacher may determine, based on observations, and evaluative data such as grades and/or diagnostic assessment results, that a student is in need of additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and other support in ways that prevent removal for other instruction as much as possible. In accordance with state law and applicable policy, RISD will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered unless the parent consents to the removal. The school may offer tutorial services which students whose grades are below 70 will be required to attend.

Removing a Student Temporarily from the Classroom

A parent may remove his/her child temporarily from the classroom if an instructional activity, in which the child is scheduled to participate, conflicts with the parent’s religion or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the student must satisfy the grade-level and graduation requirements as determined by the school and District and by the Texas Education Agency.

Review of Instructional Materials

A parent is entitled to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to the parent’s child.

A parent also may request that the school allow the parent's student to take home any instructional materials the student uses. If the school determines that there is sufficient availability of the materials to grant the request, the materials will be checked out to the student and they must be returned the next school day.

Requesting Classroom Assignments for Multiple Birth Siblings

A parent whose multiple birth children (*e.g.*, twins, triplets, etc.) are assigned to the same grade and campus that has multiple class sections at the grade level, may request that they be placed in either the same classroom or in separate classrooms. A written request must be submitted no later than the 14th day after the enrollment of the children.

Student Learning Difficulties

Refer to page 34 and Appendix A for detailed information about services to students experiencing learning difficulties.

Students Who Speak a Primary Language Other Than English

A student may be eligible to receive specialized support if his/her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, a Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Student Surveys

RISD will not require a student to participate, without parental consent, in any survey, analysis, or evaluation funded in whole or in part by the US Department of Education that concerns:

- political affiliation or beliefs of the student or his/her parent(s);
- mental or psychological problems of the student or his/her family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of persons with whom the student has a close family relationship;
- relationships privileged under law, such as relationships with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or parent(s);
- income, except when the information is required by law and will be used to determine the student's

eligibility to participate in a special program or to receive financial assistance under such program.

A parent may inspect the survey or other related instrument and any instructional materials used in connection with such an activity. Parents also may inspect a survey created by a third party before the survey is administered to his/her student. Schools will notify parents in advance of any such surveys. Parents also have the right to deny permission for their child to participate in any survey concerning the private information listed above, regardless of funding as well as any school activities that involve the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing the information. (Note: While RISD is required to provide you with the notice contained in the sentence above, the District does not release information about students except as allowed or required by law.)

Transfers

Under state and federal law, a parent may request the transfer of his/her child to:

- another classroom or campus if the board or its designee has determined that the child has been a victim of bullying (as defined by the *Texas Education Code*). Transportation is not provided for a transfer to another campus. (Consult your principal if the District determines that your child has engaged in bullying and will be transferred to another campus.)
- attend a safe public school in the District if the child attends school at a campus identified by TEA as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.
- another campus if the child has been the victim of a sexual assault by another student assigned to the same campus, whether the that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. (Note: Transportation is not provided for transfer to another campus.)
- the same campus where any other student residing in the home who receives special education services if the appropriate grade level for the transferring student is offered at the campus. (Note: The District is not required to provide transportation to the other student(s) in the home.)

The campus principal can provide information about specific requirements that may apply to these transfers.

Class/Teacher Change. A parent also may request a change in the class or teacher to which the parent's child has been assigned if the reassignment or change would not affect the assignment or reassignment of another student.

The District maintains guidelines that control parent requests for other transfers between schools (*Intradistrict Transfers*). A copy of the *Intradistrict Transfer Guidelines* is included in Appendix H of this *Guidebook*.

Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the campus principal at least 10 District business days before bringing the service/assistance animal on campus.

Video/Audio Recording

State law permits RISD to make a video or voice recording without parental permission when it (i) is to be used for school safety; (ii) relates to classroom instruction or a co-curricular or extracurricular activity; (iii) relates to media coverage of the school; and/or relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings. RISD will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

INTERPRETATION AND TRANSLATION SERVICES

RISD offers free language assistance services with respect to school programs and activities to parents whose proficiency in English is limited. For information, contact your student's campus or the Coordinator of Translation and Interpretation Services at 469-593-0236 or eva.wallace@risd.org.

Spanish

RISD ofrece servicios gratuitos de asistencia con respecto a los programas y actividades escolares a los padres de dominio limitado en inglés. Para obtener más información, póngase en contacto con la escuela de su hijo(a) o con la Coordinadora de Servicios de Traducción e Interpretación al 469-593-0236 o eva.wallace@risd.org.

Amharic

RISD ነፃ የእንግሊዝኛ ትርጉም አገልግሎት ውስን የእንግሊዝኛ ብቃት ላላቸው ወላጆች ለመስጠት ዕድሉን አቅርቦታል። Telephone 469-593-0236 / Email eva.wallace@risd.org

Arabic

اللغة مجاناً فيما يتعلق ببرامج وأنشطة المدرسة لأولياء الأمور الذين يقتصر الكفاءة في اللغة الإنجليزية. للحصول على معلومات، اتصل الحرم RISD يقدم خدمات المساعدة. Telephone 469-593-0236 / Email eva.wallace@risd.org

Vietnamese

RISD cung cấp dịch vụ hỗ trợ ngôn ngữ miễn phí đối với các chương trình học và các hoạt động để cha mẹ có trình độ tiếng Anh còn hạn chế với. Để biết thông tin, liên hệ với trường của học sinh hoặc điều phối viên của dịch vụ và Giải thích dịch vụ tại 469-593-0236 hoặc email eva.wallace@risd.org.

Chin (Hakha dialect)

Nu le pa Mirang holh a thiam tuk lomi hna caah RISD nih sianginn lei kong le cawlcangnak kong hna ah a lak (free) in holh bawmhnak kan pek. Tlamtling deuh in hngalh na duh ahcun, na fa kainak campus or Holh le Ca Lehnak tuanvo ngeihitu (Coordinator) kha phone number 469-593-0236 or eva.wallace@risd.org. chawnh hlet khawh asi.

Chin (Tedim dialect)

Mikang pau themthem bek a thei nu leh pa te adingin sang panin aki bawl hunsehnate leh nasepna tuamtuam te tawh ki sai-in RISD panin kamlekna tawh ki sai huhnate pia uh hi. Hih thu tawh ki sai-in, na theih beh nop leh, sangnaupangte amakai pa/nu ahih keileh kamlekna leh kamphenna tawh ki sai makai pa/nu hih phone 469-593-0236 ahih keileh email eva.wallace@risd.org tawh ki zom thei hi.

Chinese (simplified)

RISD为您提供免费的语言学校课程和活動，父母的英語水平有限的援助服務。如需詳細資訊，請聯繫您的學生的校園或翻譯和傳譯服務協調員在469-593-0236或eva.wallace@risd.org的。(RISD wèi nín tígōng miǎnfèi de yǔyán xuéxiào kèchéng hé huódòng, fùmǔ de yīngyǔ shuǐpíng yǒuxiàn de yuánzhù fúwù. Rú xū xiángxì zīxùn, qǐng liánxì nín de xuéshēng de xiàoyuán huò fānyì hé chuányì fúwù xiétíáo yuán zài 469-593-0236 huò eva.wallace@risd.org.)

Chinese (traditional)

RISD為您提供免費的語言學校課程和活動，父母的英語水平有限的援助服務。如需詳細資訊，請聯繫您的學生的校園或翻譯和傳譯服務協調員在469-593-0236或eva.wallace@risd.org的。(RISD wèi nín tígōng miǎnfèi de yǔyán xuéxiào kèchéng hé huódòng, fùmǔ de yīngyǔ shuǐpíng yǒuxiàn de yuánzhù fúwù. Rú xū xiángxì zīxùn, qǐng liánxì nín de xuéshēng de xiàoyuán huò fānyì hé chuányì fúwù xiétíáo yuán zài 469-593-0236 huò eva.wallace@risd.org.)

Swahili

RISD inatoa bure huduma ya msaada wa lugha kwa heshima na mipango ya shule na shughuli wazazi ambao ustadi katika Kiingereza ni mdogo. Kwa taarifa, wasiliana na chuo mwanafunzi wako au Mratibu wa Huduma ya Utafsiri na Ufafanuzi saa 469-593-0236 au eva.wallace@risd.org.

Urdu

RISD جس کا انگریزی زبان میں مہارت محدود ہے والدین اسکول کے پروگراموں اور سرگرمیوں کے لئے احترام کے ساتھ مفت زبان کی مدد کی خدمات فراہم کرتا ہے۔ معلومات کے لئے، اپنے کیمپس سے رابطہ کریں۔

Telephone 469-593-0236 / Email eva.wallace@risd.org

2016-2017 STUDENT AND PARENT GUIDEBOOK

STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES

Children of Military Families

RISD will provide flexibility regarding certain District requirements for children of military families including:

- immunization requirements;
- grade level, course, or educational program placement;
- eligibility requirements for participation in extracurricular activities; and
- graduation requirements.

In addition, absences related to a student visiting his/her parent (including a step-parent or legal guardian) who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months may be excused. RISD will permit no more than five (5) excused absences per year for this reason. The absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment. Additional information is available at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

English Language Learners

A student who is an English language learner is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed. Parental consent is required for a student to receive any services recommended by the LPAC. The student will receive services to which he/she is eligible pending receipt of parent consent or denial.

The LPAC will use information from a variety of assessments to determine a student's level of proficiency. Based on the assessment, the LPAC will designate appropriate instructional supports or additional programs for an eligible student.

Students in the Conservatorship of the State (Foster Care)

Credit by Examination. A student who is currently in the conservatorship (custody) of the State and who enrolls in the District after the beginning of the school year will be allowed credit by examination opportunities outside of the District's established testing windows and the District will grant proportionate course credit by semester (partial credit) when a student does only pass one semester of a two-semester course.

Graduation. If a student in grade 11 or 12 transfers to another district but does not meet the graduation

requirements of the receiving school, he/she can request to receive a diploma from the previous district if he/she meets the graduation criteria for that district.

Enrollment. Refer to information on page 15 for enrollment assistance available to children in state custody.

RISD's Liaison for children in the conservatorship of the state is Debbie Dutton (deborah.dutton@risd.org or 469-593-0367).

Students Who Are Homeless

RISD will provide flexibility to children who are homeless regarding certain District requirements including:

- proof of residency requirements;
- immunization requirements;
- educational program placement if the student is unable to provide previous academic records, or misses a District application deadline during a period of homelessness;
- credit by examination opportunities;
- award of partial credit (proportional credit if student passes only one semester of a two-semester course);
- eligibility requirements for participation in extracurricular activities; and
- graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district and does not meet the graduation requirements of the receiving district, the student may request to receive a diploma from the previous district if he/she meets the graduation criteria in that district.

For more information on services for homeless students, contact the District's Liaison for Homeless Children and Youths, Debbie Dutton, at 469-593-0367.

Students Who Have Learning Difficulties or Need Special Education Services

If a student is experiencing difficulties in the classroom, or other difficulties at school, the Campus Support & Intervention (CSI) team is responsible for coordinating resources of the school in a way that allows the instructional program to address the special needs of individual students. The CSI team will give consideration to any student who exhibits a special learning need, behavior need, or medical need, or for whom a disability is suspected. As appropriate, a student's CSI team may link the student to a variety of support options which

could include referral for a special education evaluation. Students who are experiencing difficulty in the regular classroom should be considered for appropriate academic and/or behavioral supports and interventions that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI may have a positive effect on the District's ability to meet the needs of struggling students. Either school personnel or parents may initiate a referral to the CSI team. The CSI team serves as the District's Response to Intervention team, the § 504 Committee, the Dyslexia Identification/Intervention team, and as the initial referral committee for Full and Individual Evaluation for a determination of whether the student is eligible for special education instruction under the Individuals with Disabilities Education Act (IDEA). A parent who desires more information about the CSI process than a school can provide should contact *Special Student Services* at 469-593-7500.

At any time, a parent is entitled to request that his/her child be evaluated for eligibility for special education services. Within a reasonable amount of time, the District must decide whether an evaluation is needed or if other classroom support or intervention may be appropriate. If an initial evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the initial evaluation within 45 school days of the date the District receives the parent's

written consent for testing. The District will schedule a meeting to report the assessment results. The District will provide a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parents with a prior written explanation of the determination. This written notice will include a statement that informs the parents of their rights if they disagree with the District's determination. Additionally, the parents will be given the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*. You may access the *Procedural Safeguards* online, in both English and Spanish, at: <http://framework.esc18.net/display/Webforms/LandingPage.aspx>.

Additional information regarding the IDEA is available from the District in a companion document, *A Guide to the Admission, Review, and Dismissal Process*. The document also is available online, in both English and Spanish, at: <http://framework.esc18.net/display/Webforms/LandingPage.aspx>.

Contact your student's counselor or the principal regarding options for a child experiencing learning difficulties. *See also* Appendix A.

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STUDENT RECORDS AND INFORMATION

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and adult students rights of privacy.

Refer to Appendix E for the Notice of Rights under the Family Education Rights and Privacy Act (FERPA). The term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the District. Examples of student records include: attendance records, test scores, grades, student work, disciplinary records, counseling and/or psychological records, applications for admission, health enrollment records and other medical records, reports of behavioral observation and patterns, and state assessment instruments that have been administered to your child.

Before disclosing any personally identifiable information from a student's records to a third party, RISD must verify the identity of the person, including a parent or the student, requesting the information.

District officials who have a legitimate educational interest in a student's records may access a student's records. FERPA permits disclosure of personally identifiable information from a student's education records without the parent or adult student's consent in certain situations. Refer to Appendix E. Federal law requires that as soon as a student becomes 18, is emancipated by a court, marries, or enrolls in a postsecondary institution, control of the student's records goes to the student. The parent may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

Student Records (General)

RISD maintains a cumulative record that complies with TEA requirements and standards for each student from entrance into District schools until withdrawal or graduation from the District. The District also maintains an individual immunization record during the period of attendance for each student admitted.

These records move with the students from school to school and are maintained at the school where the student currently is enrolled until graduation or withdrawal. Education records for students attending pre-K through 8th grade are maintained until the student's date of withdrawal or graduation plus seven (7) years. Cumulative education records for students attending

grades 9 through 12 are retained permanently. Records for nonenrolled students will be retained for the period of time required by law. Except as provided by the District's Records Control Schedule, or applicable law or valid court order, no permanent records may be destroyed.

The records management officer is the custodian of records for all District records. The principal also is a custodian of all records for students currently enrolled at the principal's school. The superintendent or designee is a custodian of records for students who have withdrawn.

Access to the education records of a student who is or has been in attendance at a school in the District will be granted to the parent of the student who is a minor or who is a dependent for tax purposes. “Parent” includes a natural parent, a legal guardian, or an individual acting as a parent in the absence of a parent or guardian.

Records may be reviewed during regular school hours upon reasonable written request to the record custodian. The record custodian or designee will be present to explain the record and to answer questions. The original copy of the record or any document contained in the cumulative record may not be removed from the school. Whenever a student has reached 18 years of age or is attending an institution of post-secondary education, the rights accorded to and consent required of parents transfer from the parents to the student.

Student Special Education Records

Parents have the right to inspect and review any education records about their child that are collected, maintained, or used by the school for special education purposes. The parent has the right to:

- Request the school to explain and interpret the records (if the request is reasonable).
- Request the school to provide copies of the records (unless copyrighted), if without copies, they cannot be inspected and reviewed.

The school must allow the parent to inspect and review the records following a request without unnecessary delay. At a minimum, the school must give the parent access before any ARD committee meeting or due process hearing about their child and, no more than 45 days after the initial request.

If the right of a parent to inspect and review his or her child's records has been limited in any way, such as by divorce, separation, or guardianship, the rightful parent should notify the school. Otherwise, the school may give

each parent full access to inspect and review records relating to the child.

If any student record includes information on more than one child, the parent has the right to inspect and review only the information relating to his or her child or to be informed of that specific information.

The school must provide the parent, upon request, a list of the types and locations of education records collected, maintained, or used by the school.

The school may not charge a parent a fee to search for or to retrieve any special education records. It may charge a fee for copying, if the fee does not prevent the parent from effectively exercising his or her right to inspect and review the records.

Texas law requires public school districts to maintain the special education records of students with disabilities for seven (7) years after special education services cease or until the child reaches the age of 22 years, whichever is longer. After that time, the records are destroyed in a confidential manner. Parents and students should be sure that copies of the special education records are no longer needed. These records are sometimes necessary to qualify for benefits through state or federal agencies.

Accessing Student Records

A parent or adult student who wishes to review his or her student's education records should submit a written request to the campus principal or District Records Manager identifying the records he or she wishes to inspect. Records will be made available for inspection in District offices free of charge. A parent or eligible student may obtain copies of the records by paying copying charges. If circumstances prevent the parent from reviewing the records during regular school hours, the District will work with the parent to make other arrangements for access to the records.

Directory Information

Federal law permits RISD to designate certain personal information about students as "directory information." RISD will release "directory information" to anyone who follows the procedures for requesting the information unless the parent has elected to block the release of directory information about the student. If you do not want RISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

RISD has designated the following as directory information: a student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of student athletes, dates of attendance, awards and honors received, grade level, and the school most recently attended by student.

Each year students will receive an election form on which the parent/guardian or adult student may elect to permit release of directory information. One option allows release of limited directory information in District publications. Failure to state a choice will allow public access to your student's directory information.

Release to Military Recruiters and Institutions of Higher Learning. In compliance with the Federal *No Child Left Behind Act*, RISD will release directory information for secondary students' names, addresses, and telephone listings to military recruiters or an institution of higher learning unless the parent or adult student has elected to prohibit the release. The directory information election form you receive each year allows you to indicate your preferences on release of the information.

Public Information Requests

Requests for public information should be directed to the RISD Office of Records Management, located in the Administration Building (400 S. Greenville Ave., Richardson, TX 75081). A listing of RISD schools and addresses of the principals' and superintendent's offices may be found at <http://www.risd.org>. A listing of all school addresses also is included in Appendix G.

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STUDENT TREATMENT AND CONDUCT AND DISCIPLINE MANAGEMENT

Each RISD student is expected to behave in a responsible manner at all times, to treat other students and District employees with courtesy and respect, and to avoid offensive behaviors and stop them when directed. As required by law, the Board has adopted a code of conduct that prohibits certain behaviors and defines standards of acceptable behavior. Student behavior is observed in many areas, including the classroom, extra-curricular activities and when the student is representing the school at on- or off-campus activities, and when the student is in District vehicles. RISD has disciplinary authority over a student in accordance with the *Student Code of Conduct*. When a student engages in misconduct or otherwise fails to meet the District's standards of behavior, teachers and administrators will employ behavioral strategies and follow District and campus behavior management plans to assist students in demonstrating acceptable behavior. Teachers may issue detentions or demerits and may detain students before and after school for minor infractions of the *Student Code of Conduct* or other school regulations. More serious misconduct is handled under the *Student Code of Conduct* and may result in removal from the regular education setting.

The *Student Code of Conduct* that is reprinted in this *Guidebook* sets out the District's discipline management plan. The *Student Code of Conduct* is updated each year as appropriate and RISD's Board of Trustees adopts the revised *Student Code of Conduct* annually. This *Guidebook* and the *Student Code of Conduct* continue to apply during the summer months until a new document is issued.

Each parent and student should carefully review the *Student Code of Conduct* as well as the behavior plan for the student's campus.

School personnel who are responsible for maintaining a safe school environment have the right to question students about the student's own conduct and/or the conduct of other students as necessary to maintain school discipline and safety, and protect District property and the property of staff and students. RISD expects students to cooperate in such questioning. Students have no legal right to refuse to cooperate on the grounds that their statement may implicate them in misconduct.

Discrimination, Harassment, Bullying, and Retaliation Prohibited

Students learn best in an environment that is free from discrimination, harassment, dating violence, bullying, and retaliation. RISD has established policies to prohibit and promptly respond to inappropriate and offensive

behaviors based on any protected category. Copies of those policies are available online at www.risd.org, and in the principal's office and superintendent's office.

Discrimination

RISD maintains a strict policy of equal opportunity and nondiscrimination. No student shall be discriminated against, harassed, or unlawfully denied the opportunity to participate in any program or activity on the basis of the student's gender, race, color, national origin, disability, or any other basis protected by law. Any student who believes he or she has been subjected to prohibited discrimination or harassment at school or while participating in a school sponsored activity, should promptly report the concern to the student's principal or to the Deputy Superintendent. RISD will investigate all complaints of unlawful discrimination or harassment and take prompt corrective action to remedy inappropriate actions.

The District will not retaliate against a student who makes a good faith report of discrimination or harassment. Retaliation against a person who participates in an investigation of alleged discrimination or harassment also is prohibited.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

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

The conduct is bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim through written or verbal expression or physical conduct; and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is strictly prohibited and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism where the conduct meets the standards above. Bullying

can occur through electronic methods, called "cyberbullying."

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other District administrator. A report may be made orally or in writing. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

RISD will investigate all allegations of bullying and will take appropriate disciplinary action and any other necessary action based on the investigation. The District will contact the parents of both the complaining student and the student about whom the complaint was made.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Any retaliation against a student who reports an instance of bullying is prohibited. Disciplinary or other action may be taken even if the inappropriate conduct did not rise to the level of bullying.

A copy of the District's policy prohibiting bullying and the procedures are attached in Appendix I.

Dating Violence

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

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

RISD strictly prohibits dating violence. Refer to the *Student Code of Conduct* for information about the consequences for engaging in prohibited conduct. A student who believes he or she is subject to dating

violence should notify the campus administrator or a school counselor.

Harassment

RISD strictly prohibits harassment based on an individual's gender, color, race, religion, national origin, disability, or any other category protected by law. Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity and creates an intimidating, threatening, or hostile educational environment. Slurs, insults, or other inappropriate conduct related to those protected characteristics described above are wholly inappropriate, violate the District's equal opportunity and nondiscrimination policies, and may subject the student who engages in such conduct to disciplinary action. Examples of harassment may include, without limitation, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Any student who believes he or she has been subjected to prohibited harassment should immediately report the conduct to the building administrator. The District will investigate all complaints of harassment and will take prompt, appropriate action to stop or prevent harassing conduct. No student will be subject to retaliation for making a good faith report of harassment.

Sexual/Gender-Based Harassment/Sexual Abuse

RISD strictly prohibits sexual or gender-based harassment of any type against a student. Students must not engage in unwanted and/or unwelcome verbal or physical conduct of a sexual nature directed toward another student, a District employee, or a volunteer. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All persons are expected to treat other students, District employees, and volunteers with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parent and student support in its efforts to address and prevent sexual and gender-based harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the District's Title IX Coordinator, Dr. Matthew Gibbins, Executive Director of Student Services.

RISD takes all complaints of harassment seriously and will investigate all complaints and take appropriate action to eliminate any harassment. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against any person who makes a good faith report of harassment or abuse.

Examples of sexual harassment may include, but are not limited to, the unwelcome touching of private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Romantic and other inappropriate social relationships, as well as all sexual relationship between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's lack of conformity to stereotypical behaviors related to gender. Examples of gender-based harassment directed toward a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity may include, without limitation, offensive jokes, name calling, slurs or rumors, physical aggression or assault, threatening or intimidating conduct, or other aggressive conduct such as theft or property damage.

A complaint alleging sexual or gender-based harassment by another student or sexual or gender-based harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student if possible. The conference will be scheduled and held as soon as possible. The principal or Title IX Coordinator, or designee, will promptly conduct an appropriate investigation, which ordinarily will be completed within ten to fifteen school days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may file a grievance, under policy FNG (LOCAL).

Retaliation

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

Examples of retaliation may include threats, rumor spread, ostracism, assault, destruction of property, unjustified discipline, or unwarranted grade reduction. Retaliation does not include petty slights or annoyances.

Reporting Procedures and Investigation

Any student who believes he/she has been subject to discrimination, harassment, bullying, dating violence, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District administrator. Policy FFH also specifies the Title IX and Section 504/ADA Coordinators to whom reports should be made of gender-based discrimination and harassment and disability-based discrimination and harassment.

Upon receiving a report of prohibited conduct, the District will conduct a thorough investigation and take prompt corrective action to address the complaint based on the results of the investigation. Where appropriate, interim action will be taken. Although some conduct may not rise to the level of discrimination, harassment, or bullying as defined by policy and applicable law, the conduct may nonetheless be inappropriate and appropriate action will be taken. The District will notify parents of students who are the subjects of the reports.

The District will maintain student confidentiality and privacy to the extent possible during an investigation, but limited disclosure may be necessary to conduct a thorough investigation and comply with law.

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

Corporal Punishment

RISD prohibits corporal punishment.

Drugs, Alcohol, and Tobacco

RISD strives to maintain a safe, healthy environment for its students, staff and visitors. In support of that goal, RISD strictly prohibits the possession, use or transmission or attempt to possess, use, or transmit any of the following substances on school premises during any school term or off school premises at any school-related activity:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate, without regard to amount.
- Alcohol or any alcoholic beverage.
- Any abusive glue, aerosol paint, or chemical substance for inhalation.
- Any other intoxicant mood-changing, mind-altering, or behavior-altering drug or substance.

A student “uses” a prohibited substance if he or she has voluntarily introduced into his or her body, by any means, a prohibited substance.

Possession, purchase, consumption, or receipt of cigarettes or tobacco products by minors is prohibited by law. An individual who is younger than 18 years of age commits an offense if the individual:

- possesses, purchases, consumes, or accepts a cigarette, tobacco product, or e-cigarettes; or
- falsely represents himself or herself to be 18 years of age or older by displaying proof of age that is false, fraudulent, or not actually proof of the individual's own age in order to obtain possession of, purchase, or receive a cigarette, tobacco product, or e-cigarette, or any other electronic vaporizing device.

RISD prohibits the possession by students and the use of all tobacco products as well as electronic cigarettes including any substances or equipment related to an electronic cigarette or any other electronic vaporizing device at school-related activities on or off school property and in any District vehicle.

A student may be issued a citation for violation of the rules concerning possession or use of tobacco products or e-cigarettes.

Extracurricular Standards of Behavior

Participation in extracurricular activities is a privilege and students must maintain the highest standards of behavior as they represent their schools and the District and should serve as positive role models for all students.

With the approval of the principal and superintendent, sponsors and coaches of extracurricular activities, including interscholastic athletics and fine arts, may develop and enforce standards of behavior that are higher than the District-developed *Student Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. The District also may develop standards of behavior that apply to all students who participate in any co-curricular and extracurricular activities. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. No provision of an extracurricular behavioral standard shall have the effect of discriminating

on the basis of gender, race, disability, religion, ethnicity, or national origin.

Students shall be informed of any extracurricular behavior standards at the beginning of each school year or, in the case of interscholastic athletics and fine arts, at the time the students report for workouts or practices or other activities that occur prior to the first day of school.

Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and agree to comply with them as a condition of participation in the activity.

Specific standards of behavior of an extracurricular organization are independent of the *Student Code of Conduct*. Violations of these standards of behavior that are also violations of the *Student Code of Conduct* may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organizational standards of behavior of an extracurricular activity or for violation of the *Student Code of Conduct*. In addition, RISD has implemented District-Wide Guidelines for Extracurricular Students for Alcohol and Illegal Drugs. All students who participate in extracurricular activities are subject to these guidelines. A copy of the guidelines is included in the Appendix.

Firearms and Weapons

A student shall not knowingly, intentionally, or recklessly enter any school premises with a firearm, explosive weapon, or knife, unless authorized by written regulations or other written authorization of the District. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, or knife. The following weapons are illegal and are prohibited on school property or at school-sponsored activities:

- explosives, including fireworks of any kind;
- firearms; or
- knives.

In addition to illegal weapons, students are prohibited from bringing any weapon to school or a school-sponsored activity. Weapons include, but are not limited to, the following dangerous instruments:

- chains;
- pocket knives;
- mace;
- switch blades;
- projectiles, throwing stars, etc.;
- razors; or
- any other tool that could be used as a weapon or any “look alike” weapon or illegal weapon.

Gang Free Zone

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of RISD, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any District-owned or leased property or campus playground.

Hazing

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed at a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students.

RISD will not tolerate hazing. If an incident of hazing occurs, the campus will apply disciplinary consequences according to the *Student Code of Conduct*. It is a criminal offense if a person engages in hazing, solicits, encourages, directs, aids, or attempts to aid another in hazing or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report to the principal or superintendent. Repeated incidents of hazing in an organization also may result in the organization or activity being disbanded. (*Refer also to "Bullying"*.)

Metal Detectors

Metal detectors may be used on campuses to minimize use of weapons or possession of other contraband. No student or teacher should be subject to the dangers inherent in a knife, firearm or other weapon being carried onto the campus by another person. Students suspected of carrying a weapon will be subject to being searched by a metal detector. The District also may set up walk-through metal detectors at unannounced times and locations to ensure compliance with its weapons and safety policies.

Police Officers in Schools

School Resource Officers are assigned to each of the seven secondary schools in the City of Richardson. School Liaison Officers are assigned to three of the secondary schools in the City of Dallas. Security officers from the Dallas Police Department are assigned to the remaining four secondary schools located in the City of Dallas. All officers are commissioned police officers.

The goal of police officers in schools is to deter crime while establishing a rapport between students and uniformed police. The officers also serve as counselors and instructors on matters involving law enforcement.

Scholastic Penalties

A student removed from his or her regular classes for any reason other than expulsion will receive an excused

absence and will be expected to complete any coursework assigned within a time designated by the teacher. No grade penalty will be assessed based solely on the disciplinary infraction except in cases of cheating or truancy.

Scholastic penalties may only be assessed for cheating, truancy, or expulsion. Truant students may make up work missed but will have their grades reduced by thirty (30) percent.

Disabled students will receive instructional and related services during expulsions as determined by the Admission, Review and Dismissal (ARD) committee.

(*See "Make-up Work Requirements"*)

School Buses or Other Vehicles

All students are expected to demonstrate responsible behavior while being transported by bus or other vehicle, just as if they were at school. In addition to normal standards of expected behavior, the following rules also will apply to student conduct on school transportation:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Stay seated while the bus is moving.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Do not deface the bus and/or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Do not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

Parents will be notified if their student engages in misconduct while being transported via bus or other vehicle and the student will be disciplined according to the *Student Code of Conduct*. Flagrant or persistent misconduct on the school bus could result in loss of the privilege to ride the bus.

Disciplinary sanctions and changes in transportation for a student with a disability who receives transportation or a related aid/service will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

Search, Interrogation, and Restraint

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of the other students. Students have no legal claim to the right not to incriminate themselves during school discipline proceedings. In the interest of promoting student safety, and attempting to ensure that schools are safe and drug free, District

officials may, from time to time, conduct searches. Such searches are conducted without a warrant and as permitted by law. The student's parent or guardian shall be notified if any prohibited articles or materials are found as a result of a search.

Restraint. Physical restraint may be used on a student by a District employee if the employee reasonably believes it is necessary to:

- protect a person from physical injury to self or others;
- obtain possession of a weapon or dangerous object;
- protect property;
- restore order; or
- impose disciplinary measures or restrain an irrational student.

Student Property. School officials may search a student's outer clothing, pockets, or property (including telephones and other electronic communications devices as described below) by establishing reasonable cause or securing the student's voluntary consent. Strip searches will not be conducted.

Students' Desks and Lockers. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must ensure their lockers are locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted any time there is reasonable suspicion to believe that they contain items or materials that are prohibited by policy or campus rule, whether or not the student is present.

Telecommunications and Other Electronic Devices. Use of District-owned equipment and the District's network is not private and will be monitored.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

Vehicles on Campus. A student is fully responsible for the security and content of his/her vehicle parked on District property and must make certain that the parked vehicle remains locked and he/she must remain in possession of the keys. Vehicles parked on District property are under the jurisdiction of the District and the student must agree to comply with District rules as a condition of parking on District property. School officials may search any vehicle any time there is reasonable cause to do so, with or without permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the

vehicle. The District will contact the parent if the student refuses to unlock the vehicle. If the parent refuses the search or if the parent cannot be reached, the District will turn the matter over to law enforcement. Where appropriate, the District will contact law enforcement even when permission to search is granted.

Trained Dogs. RISD strives to ensure our schools are safe and free from drugs and weapons. The District, in cooperation with the Richardson and Dallas police departments and/or private vendors, uses trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. Trained dogs may be used at any time around lockers and the area around vehicles parked on school property. Searches of classrooms, common areas, or students' belongings may also be conducted by trained dogs when students are not present. An item in a classroom, locker, or vehicle to which a trained dog alerts may be searched.

The scheduled time for dogs to be on any campus will not be announced.

Secret Societies and Gang Activities

RISD prohibits any fraternity, sorority, or secret society, defined by state law as "any organization composed wholly or in part of pupils of public schools below the rank of college or junior college which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any pupil in the school, who is qualified under the rules of the school, to fill the special aims of the organization." Students who attempt to form or perpetuate any gang or secret society will be disciplined, and reports of such activities will be made to the appropriate law enforcement authorities. Refer also to the "Gang Free Zone" information in this subchapter.

Child Sexual Abuse and Other Maltreatment of Children

It is important for parents to be aware of warning signs that could indicate a child may have been or is being sexually abused or subjected to other maltreatment. The *Texas Family Code* defines sexual abuse as any conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be being abused or neglected has a legal responsibility under state law to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone

with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

If your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal can provide information regarding counseling options available in your area for you and your child. The *Texas Department of Family and Protective Services* also manages early intervention counseling programs. To find out what services may be available in your county, see:

<http://www.dfps.state.tx.us/PreventionandEarlyIntervention/ProgramsAvailableinYourCounty/default.asp>

The following websites also may help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.tasa.org/member/materials2.php>

<http://www.oag.state.tx.us/AGPublications/txts/childabuse1.shtml>

<http://www.oag.state.tx.us/AGPublications/txts/childabuse2.shtml>

Reports may be made to:

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

Steroids

State law prohibits students from possessing, dispensing, delivering or administering an anabolic steroid. Anabolic steroids are for medical use only and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students who participate in UIL athletic competition may be subject to random steroid testing. More information about the UIL testing program is available on the UIL website at:

<http://www.uiltexas.org/health/steroid-information>.

Student Safety

RISD places a high priority on student safety on campus and at school-related events. Cooperation of students is essential to ensuring school safety and the effectiveness of the District's safety procedures. A student should:

- Avoid conduct that is likely to put other students at risk
- Follow the behavioral standards in this *Guidebook* and the *Student Code of Conduct*, as well as additional safety and behavioral rules established by campus principals, teachers, and bus drivers
- Remain alert to and promptly report to a teacher or principal any safety hazards, such as intruders on campus or threats made by any person to a student or teacher
- Know emergency routes and signals and procedures
- Follow immediately the instructions of principals, teachers, bus drivers, and other District employees who are overseeing the welfare of students

Student Involvement with Law Enforcement

Students Questioned by Law Enforcement

Police officers are called to a school if there is a violation or suspected violation of the law or at any other time when police presence is needed to ensure school operations are not disrupted. Responding officers may issue citations based on their investigations or observations, or arrest students if charges are filed against them. A campus administrator will call the police when a controlled substance is found on school premises. Principal discretion is used in determining whether to call the police in other cases involving possible violations of the law.

RISD prefers that interviews of students by law enforcement personnel occur away from school to minimize disruption to the educational environment. However, it may sometimes be necessary to allow an interview during the school day. In such cases, the principal will take steps to minimize any disruption to the educational operations of the school. Before a student may be questioned by a law enforcement officer at school, the officer must notify the principal as to the reason why the student must be questioned during school. The officer's photo identification, badge number, name and title will be obtained and recorded by school officials along with the time and date. The principal or principal's designee shall make reasonable efforts to notify the parent or other person having lawful control of the student of the request to interview. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal may refrain from notifying the parents prior to the interview.

The principal or designated adult will be present during questioning except in unusual situations. Officials from Child Protective Services (CPS) may question students without the principal or designated person being present during questioning.

Students Taken into Custody by Law Enforcement

If a student is subject to arrest by a law enforcement officer for activities outside of school, the principal will request to see the summons and will deliver the student into the officer's custody. The principal or principal's designee shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal may refrain from notifying the parents prior to the arrest.

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

- to comply with an order of the juvenile court;
- to comply with the laws of arrest;
- by a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- by a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- to comply with a properly issued directive to take a student into custody; or
- by an authorized representative of Child Protective Services or a law enforcement or probation officer without a court order as authorized by the *Family Code* relating to the student's physical health or safety.

Students with Disabilities - Discipline

Special discipline considerations apply to students with disabilities. Students with disabilities may not be placed in a Disciplinary Alternative Education Program (DAEP) solely for educational purposes but must have engaged in misconduct warranting DAEP placement.

After 10 consecutive days or a pattern of removal (without special education services and for the same offense) of DAEP, Out of School Suspension (OSS), or for Category II or III offenses, an ARD is required. The ARD must complete a Manifestation Determination Review and review and modify the student's Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) as necessary. If there is no FBA or BIP, they may need to be developed. The ARD committee also needs to assure that the student receives a free, appropriate, public education at all times.

Threatening Statements or Actions on Campus

Each building principal and his/her assistant principal(s) will serve as persons to be notified in incidents involving threatening behavior on campus. These persons must be notified of each incident of threatening statements, whether written or verbal, or of threatening actions that occur on campus. Disciplinary actions for personal threats that are life threatening, whether verbal or written, may result in a referral/assignment to the District DAEP.

Vandalism and Damage to School Property

RISD taxpayers have made a sustained and substantial financial commitment for the construction and upkeep of District schools. Our schools are a source of pride for the community. Littering, damaging, or defacing school property is prohibited. Students will be required to pay for damages they cause when engaging in prohibited conduct and will be subject to disciplinary consequences in accordance with the *Student Code of Conduct* and criminal proceeding under applicable law.

Vehicles on Campus

Students have full responsibility for the security of their vehicles parked on school property and should make certain they are locked. Students must not place, keep or maintain any articles or materials in vehicles parked on school property that are prohibited by District policy. The privilege of parking a vehicle on school property is conditioned upon the student's compliance with District policy and guidelines.

It is a violation of District guidelines for a student to drive a motorized vehicle on school property if the student is underage and/or the student does not have license to operate the vehicle. Violations will be subject to disciplinary action by the District.

Video Cameras

For safety purposes, RISD uses video/audio equipment to monitor its premises and student behavior, including on buses and in common areas on campus. Students will not be told when cameras are in operation. The principal will review the recordings routinely and in the event of an incident of misconduct. Any discipline will be in accordance with the *Student Code of Conduct*.

Upon request of a parent of a student who receives special education services in certain settings, a staff member, or a board member, State law requires the District to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his/her instructional day (referred to in law as a self-contained classroom). The majority of the students in this type of classroom also must be students who receive special

education services. Before the District places a camera in a classroom or other setting in which your child receives special education services, the District will provide notice to you. Contact your campus principal or the Executive Director of Special Student Services for further information or to request that the equipment be placed in your student's self-contained special education classroom.

Zero Tolerance

A safe school environment for students to learn and teachers to teach is essential to achieve the District's goal that all students will achieve academically excellent results. In support of that goal the District has zero tolerance for weapons, drugs and alcohol. Zero tolerance in RISD means that the District will enforce its policies and all applicable laws and regulations for related violations in these and other serious categories listed in the *Student Code of Conduct*. RISD staff will cooperate fully with the authorities and will file criminal charges when appropriate.

Student Code of Conduct

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2016-2017 STUDENT CODE OF CONDUCT

PURPOSE

The Richardson Independent School District's *Student Code of Conduct* is designed to provide information to students and parents about the District's standards for student conduct, consequences of misconduct, and the procedures for administering discipline or other interventions. It outlines a wide range of consequences for misconduct, including the circumstances, in accordance with District guidelines and Chapter 37 of the *Texas Education Code*, where a student may be (i) disciplined, (ii) removed from a classroom, campus, or Disciplinary Alternative Education Program (DAEP), or (iii) expelled. RISD will administer the *Student Code of Conduct* at all times in accordance with its own policies, the *Texas Education Code*, and applicable federal and state laws and regulations. It remains in effect, not only during the school year, but also during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the Board of Trustees becomes effective. To assist you in understanding many of the terms used in the *Student Code of Conduct*, we have provided a glossary near the end of this *Guidebook*.

The District is committed to providing a safe learning environment. Fostering and maintaining orderly student conduct is essential to this goal. RISD developed this *Student Code of Conduct* with input from administrators, teachers, and parents, and updates it annually. The *Student Code of Conduct* is a tool that can help parents and students understand the District's and the state's expectations in fostering a safe learning environment in RISD schools. In addition to informing the students and parents about disciplinary consequences, the *Student Code of Conduct* provides positive behavioral support strategies for managing students in the classroom, on school grounds, and during school-sponsored activities on- or off-campus, as well as preventing and intervening in student discipline problems. The *Student Code of Conduct* strives to foster positive school climates that support continuous improvement and to focus on prevention while communicating clear, appropriate, and consistent expectations for behavior as well as consequences for noncompliance. All discipline will be administered in a fair and equitable manner. RISD's Board of Trustees has adopted this *Student Code of Conduct* as required by law and it has the force of any other Board policy. Some campuses have developed school-specific guidelines on discipline management. A copy of any student guidebook your campus develops will be provided for all students. Local campus guidebooks may supplement the RISD *Student Code of Conduct* but in the event of a conflict, the *Student Code of Conduct* shall control.

2016-2017 STUDENT CODE OF CONDUCT

STANDARDS FOR STUDENT CONDUCT

General

RISD strives to provide a safe, positive learning environment for all students that is free from unnecessary distractions or other factors that interfere with student learning. Students, parents, and the school District must work collaboratively to create and maintain quality learning environments in all of our schools. As used throughout the *Student and Parent Guidebook and Student Code of Conduct*, the term “parent” includes a parent (biological or adoptive), legal guardian, or other person having lawful control of the child. Parents play a vital role in assisting the District to set standards for expected behavior and to explain consequences for failure to comply. RISD asks parents to review, study, and support the District’s behavioral management plan as described in the *Student Code of Conduct* and any local campus handbooks. By cooperating with school personnel, participating in conferences and training sessions as needed, and communicating factors that might affect student behavior, parents can help create a quality learning environment for their child. A copy of the *Student and Parent Guidebook and Student Code of Conduct* also is posted on the RISD website (<http://www.risd.org>).

Students also share responsibility for the effectiveness of the District’s *Student Code of Conduct*. Each campus will review the *Student Code of Conduct* and campus behavior plans (in an age- appropriate manner) with students at the beginning of the school year. Students are expected to become familiar with expected standards of behavior and to demonstrate appropriate behavior.

School rules and the authority of RISD to administer discipline apply whenever the interest of the District is involved, on or off school property, in conjunction with or independent of classes or school-sponsored activities. For example, the District has disciplinary authority over a student:

- during the regular school day and while the student is going to and from school or a school-sponsored or school-related activity on District transportation;
- while the student is in attendance at any school-related activity, regardless of time or location;
- for any school-related misconduct, regardless of time or location;
- during weekends, holidays, and school vacations, regardless of location, when the student is subject to extracurricular activity standards of conduct;

- when retaliation against a school employee or volunteer is threatened, regardless of time or location;
- when criminal mischief is committed on or off school property or at a school-related event;
- for certain offenses committed within 300 feet of school property as measured from any point on the school’s real property boundary line;
- for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- when the student commits a felony, as provided by § 37.006 or § 37.0081 of the *Texas Education Code*; and
- when the student is required to register as a sex offender.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District. Similarly, the District has the right to search a student’s locker and/or desk where there is reasonable cause to believe it contains articles or materials prohibited by the District. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

RISD seeks to foster a climate of mutual respect for the rights of others that enhances the educational purpose for which the District exists. All students enjoy the basic rights of citizenship guaranteed by law for persons of their age and maturity. Each student must, in turn, respect the rights of classmates, teachers and other school personnel. All personnel will recognize and respect the rights of students, just as students are expected to exercise their rights responsibly toward others. Students are expected to demonstrate due regard for the rights of others and to comply with the District’s rules and regulations which are established to create and foster an atmosphere in which RISD’s educational mission can be achieved. Students who violate the rights of others or school or District rules will be subject to appropriate disciplinary measures. These measures are designed to correct misconduct, maintain a safe and orderly school environment, and to promote a sense of responsibility as citizens of the school community.

Each student is responsible for helping the District create and maintain a positive learning environment at school

and school-sponsored activities. Each student is expected to:

- attend all classes, daily and on time;
- be prepared for each class and to bring appropriate materials and assignments;
- meet District and campus standards of grooming and dress and in general be properly attired so that appearance does not create a disturbance or a health or safety hazard;
- demonstrate courtesy and respect even when others do not;
- behave in a responsible manner always exercising self-discipline;
- obey all school and classroom rules;
- comply with requests and directions from school personnel;
- respect the property of others, including District property and facilities;
- cooperate with and assist the school staff in maintaining safety, order, and discipline;
- respect the rights and privileges of students, teachers, and other District staff and volunteers;
- seek changes in school policies in an orderly manner and through appropriate channels; and
- adhere to the requirements of the *Student Code of Conduct*.

Disruptions

A key factor in managing the educational environment to support student learning is eliminating unnecessary disruptions during the school day. Unauthorized conduct by students (in or out of class) that for any reason - whether because of time, place, or manner of behavior - disrupts class work, creates substantial disorder, or invades the rights of others, is prohibited. No student, acting alone or with a group, will be permitted to disrupt classes or other school activities. This prohibition applies to conduct occurring on school property and property within 300 feet of school property and/or while attending school-related or school-sponsored activities on or off school property. Prohibited conduct that may disrupt the educational activities of a school includes but is not limited to:

- disrupting or attempting to disrupt a class or an assembly by means of force or threat of violence;
- emitting noise of an intensity or tone that prevents or hinders classroom instruction;
- entering a classroom without the consent of the principal or teacher and causing disruption of class activities either through acts of misconduct and/or the use of loud or profane language;
- enticing or attempting to entice students away from classes or required school activities;

- obstructing the passage of persons in an exit, entrance, or hallway of a building without authorization from school administrators;
- preventing or attempting to prevent students from attending classes or required school activities;
- preventing or attempting to prevent a lawful assembly authorized by school administrators by means of force or threat of violence;
- restraining or attempting to restrain the passage of any person at an exit or entrance to a campus or building by force, violence, or threats, and without the authorization of school administrators;
- seizing control of a building or portion of a building for the purpose of interfering with an administrative, educational, research, or other authorized activity;
- using an electronic communication device during the school day and/or having such a device ring or make any other audible sound during the school day;
- wearing or displaying language, signs, logos, pictures, or other communications of lewd or pornographic or sexual content;
- violence or advocating violence against any person or group; or
- promoting alcohol or any other illegal drug or narcotic.

Student demonstrations, boycotts, and similar activities are prohibited if administrators determine that such activities will cause or have caused substantial disruption or interference of normal school operations to occur.

Students who participate in unauthorized disruptive activities, including those described above, are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students and disruption of the school environment. Students also may receive citations from the school resource officer or other law enforcement personnel. The conduct described above may also constitute a Category I, II, or III offense.

Routine Referral

A routine referral occurs when a teacher sends a student to the campus behavior coordinator's office as a disciplinary management technique. The campus behavior coordinator shall employ alternate discipline management techniques, consistent with the *Student Code of Conduct*, including progressive interventions.

Formal Removal by Teacher

In most instances, teachers will manage student misbehavior in class through classroom rules and behavior management techniques or through a routine referral.

If in-class management techniques and routine referrals are not effective to manage student behavior, a teacher

may remove a student from his or her class in accordance with § 37.002 of the *Texas Education Code*. A teacher may initiate a formal removal from class if:

- the teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class for a reason stated above, the campus behavior coordinator may place the student in another appropriate classroom, assign in- or out-of-school suspension, or place the student in a disciplinary alternative education program (DAEP). The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

No later than the third class day after the day on which a student is formally removed, a conference shall be scheduled with the campus behavior coordinator or other appropriate administrator, a parent of the student, the teacher, and the student.

A teacher or administrator must remove a student from class if the student engages in behavior for which the *Education Code* requires or permits the student to be placed in a DAEP or expelled. When a student is removed for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

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

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

Suspension – In- or Out-of-School

Students may be suspended either in-school (ISS) or out-of-school (OSS) for any behaviors listed in the *Student Code of Conduct* as a General Misconduct Violation (Category I), Disciplinary Alternative Education Program

Offense (Category II), or an Expellable Offense (Category III).

Only a campus behavior coordinator or other appropriate campus administrator may suspend a student.

Before being assigned to ISS or OSS, a student will have the opportunity for an informal conference with the campus behavior coordinator who will advise the student of the conduct of which he or she is accused and give the student the opportunity to explain his or her version of the incident before a decision is made.

In deciding whether to order out-of-school suspension, the campus behavior coordinator will take into consideration: self-defense, intent or lack of intent at the time the student engaged in the conduct; and the student's disciplinary history. The administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular activities.

Texas law allows a school District to suspend a student out of school for no more than three school days for each behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. RISD will not issue an order of OSS for truancy or tardiness. A student who is assigned to ISS for a period of 10 days or less may appeal only to the campus behavior coordinator/designee.

Students with disabilities may be disciplined in the same manner as other students in accordance with their IEPs or other specialized education plan. If a disabled student accumulates 10 consecutive days or a pattern of removal to ISS or OSS (without special education services), the pattern of misbehavior must be addressed by the student's multidisciplinary team. The school will convene an ARD or § 504 committee meeting to (i) review the student's IEP; (ii) conduct a Functional Behavior Assessment (FBA); and/or (iii) develop a Behavior Intervention Plan (BIP). If the student accumulates a total of 10 days of ISS or OSS without special education services or a recommendation for removal is made for a Category II or III offense, a second ARD or § 504 committee meeting must be held to conduct a Manifestation Determination (SE7 Dis) and to review the student's BIP before the student may be removed any more days from his or her educational placement. When a second ARD or § 504 committee meeting is required, the school will contact the assigned Licensed Specialist in School Psychology (LSSP) or educational diagnostician for assistance. In deciding whether to order suspension, DAEP placement or expulsion, regardless of whether the action is mandatory or discretionary, RISD shall consider if the disability substantially impairs the student's capacity to appreciate the wrongfulness of the conduct.

Note: If a BIP was not previously developed, an FBA must be conducted and a BIP developed before any further removal may occur.

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GENERAL MISCONDUCT VIOLATIONS – CATEGORY I

Students who engage in conduct characterized as a general misconduct violation (Category I) will be disciplined by the appropriate administrator. Category I violations generally are less serious than offenses listed as Category II or Category III violations. However, a student who persistently engages in Category I violations may be subject to removal to a Disciplinary Alternative Education Program (DAEP), suspension, or expulsion. The categories of conduct listed below are prohibited at school and all school-related activities, but the list does not include the most serious offenses, which are addressed in later sections. However, any offense may be serious enough to result in Removal from the Regular Education Setting.

Disregard for Authority

Students shall not:

- fail to comply with directives given by school personnel (insubordination);
- leave school grounds or school-sponsored events without permission;
- disobey rules for conduct on District vehicles; or
- refuse to accept discipline management techniques assigned by a teacher or principal

Mistreatment of Others

Students shall not:

- use profanity or vulgar language or make obscene gestures;
- direct profanity, vulgar language, or obscene gestures toward a student or employee;
- fight, push, shove, scuffle, or engage in horseplay (for assault, refer to “DAEP Placement and Expulsion”);
- threaten a District student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment;
- engage in bullying, harassment, or make hit lists (*See* “Glossary”);
- engage in unwelcome conduct of a sexual nature, whether by word, gesture, or any other conduct, directed toward another person, including a District student, employee, board member, or volunteer;
- engage in conduct that constitutes dating violence (*See* “Glossary”);
- engage in inappropriate exposure of private body parts;
- engage in sexting or otherwise sending to another student or employee via any computer or telecommunications device nude or sexually graphic or suggestive images of one’s self or others;
- participate in hazing (*See* “Glossary”);
- engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a District student, employee, board member, or volunteer;
- cause an individual to act or refrain from acting through use of threat or force (coercion);

- commit extortion or blackmail (obtaining money or an object of value from an unwilling person); or
- record the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of another

Property Offenses

Students shall not:

- damage or vandalize property owned by others;
- deface or damage school property – including buildings, walls, instructional materials, lockers, furniture, textbooks, technology and electronic resources, and other equipment – with graffiti or by other means;
- steal from students, staff, visitors, or the school; or
- commit or assist in robbery or theft even if it does not constitute a felony under the *Texas Penal Code*

Possession of Prohibited Items,

Students shall not possess, use, sell, or give to others:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any object used in a way that threatens or inflicts bodily injury to another person;
- a "look alike" weapon;
- ammunition or popping caps or paint balls;
- a stun gun;
- an airgun or BB gun;
- electric shock novelty items;
- a laser pointer (unless authorized by a teacher);
- a pocketknife or any other small knife (having a blade 5.5 inches or less);
- mace or pepper spray;
- a tire deflation device;
- pornographic material;
- tobacco products, matches, or a lighter;
- electronic cigarettes and any component, part, or accessory for an e-cigarette device;
- items that simulate smoking tobacco or other products and smoking paraphernalia, including vaporizers;

- unauthorized headphones; or
- any articles not generally considered to be weapons including school supplies, when the principal or designee determines that a danger exists

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- possess or sell seeds or pieces of marijuana in less than a usable amount;
- possess, use, give, or sell paraphernalia related to any prohibited substance;
- possess, use, abuse, give, or sell look-alike drugs or attempt to pass items off as drugs or contraband;
- abuse the student's own prescription drug, give or sell a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event;
- abuse over-the-counter drugs;
- be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties;
- have or take prescription drugs or over-the-counter drugs at school other than as provided by District policy;
- possess, give, sell or use any item or substance that is used to simulate the effects or use of any illegal substance;
- possess, use, give away, or sell items or substances not suitable for human consumption that are used to simulate the effects of illegal drug use; or
- be under the influence of any intoxicating or mind-altering substance

Telecommunication or Other Electronic Devices

Students shall not:

- display, turn on, or use a cellular telephone or other telecommunication device or wireless device on school property during the school day in violation of District and campus rules.

Misuse of Technology Resources and the Internet

Students shall not:

- violate the District's computer or electronic communication device use policies or rules, or agreements (Responsible Use Guidelines, Bring Your Own Device, etc.) signed by the student or his/her parents regarding the use of technology resources;
- attempt to access or circumvent passwords or other security-related information of the District, students, or employees or upload or create computer viruses,

- including off school property if the conduct causes a substantial disruption to the educational environment;
- attempt to alter, destroy, or disable District technology resources including but not limited to computers and related equipment, District data, the data of others, or other networks connected to the District's system, including off school property if the conduct causes a substantial disruption to the educational environment;
- use the Internet or other electronic communications to threaten District students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment;
- send, post, or possess electronic messages that are abusive, obscene, sexually oriented threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting" either on or off school property if the conduct causes a substantial disruption to the educational environment; or
- use e-mail or websites to engage in or encourage illegal behavior or to threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment

Safety Transgressions

Students shall not:

- possess published or electronic material that is designed to promote or encourage illegal behavior that could threaten school safety;
- engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property;
- make false accusations or perpetrate hoaxes regarding school safety;
- engage in conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence;
- throw objects that can cause bodily injury or property damage; or
- discharge a fire extinguisher without valid cause

Miscellaneous Offenses

Students shall not:

- violate dress and grooming standards as communicated in the student handbook and/or campus rules;
- cheat, copy the work of another, or improperly obtain and use or give to another teacher tests or answer keys, or forge any document or signature;
- gamble;
- falsify records, passes, or other school-related documents;

- possess, give, sell or use on campus or at any school-sponsored or school-related activity any tobacco product, electronic cigarettes, or any smoking paraphernalia, including matches, lighters, pipes, or rolling papers;
- engage in actions or demonstrations that substantially disrupt or materially interfere with school activities; or
- repeatedly violate other communicated campus or classroom standards of conduct

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

Discipline Management Techniques

District staff shall approach student behavior management from a positive standpoint to help students learn and internalize standards of appropriate responsible behavior and will administer discipline when necessary to protect students, employees, property, and to maintain order. Staff will treat students fairly and in an equitable manner. Discipline, when required, shall be administered based on careful assessment of the circumstances. In general, discipline will be designed to improve conduct or correct misconduct and encourage all students to adhere to their responsibilities as citizens of the school community. Teachers and administrators shall draw on their professional judgment and discretion from a range of discipline management techniques in assigning disciplinary consequences.

Disciplinary action shall be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment and other persons, any statutory requirements, and other relevant factors. Because of these factors, discipline for a particular offense, including misconduct in a vehicle owned or operated by the District, unless otherwise specified by law, may bring varying techniques and responses into consideration.

In deciding whether to order suspension, removal to a Disciplinary Alternative Education Program (DAEP), or expulsion (regardless of whether the action is mandatory or discretionary), the District will consider (i) whether the student’s actions were in self-defense; (ii) the student’s intent or lack of intent when he/she engaged in the conduct; and (iii) the student’s disciplinary history; (iv) a disability, if any, that substantially impairs the student’s capacity to appreciate the wrongfulness of his/her conduct. The discipline of students with disabilities is subject to applicable state and federal law in addition to the *Student Code of Conduct*. To the extent any conflict exists, state and/or federal law will prevail. As required by the *Texas Education Code*, a student enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists until the ARD committee meeting has been held to review the conduct.

The campus behavior coordinator or campus principal will notify a student’s parent verbally or in writing of any violation of the *Student Code of Conduct* that may result in a suspension, removal to a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Infractions for which the consequences listed below may be assigned are generally considered to be minor violations and the teacher is not required to make an office referral. Repeated violations of campus or classroom rules may be considered persistent misbehavior and can result in placement in an alternative educational program, In-School Suspension (ISS) and/or Out-of-School Suspension (OSS).

The following positive behavioral intervention strategies and discipline management techniques may be used - alone, in combination, or as a part of progressive interventions to address behavior prohibited by the *Student Code of Conduct* or by campus or classroom rules:

- Verbal redirection;
- Reminders and review about behavioral expectations to ensure understanding;
- Oral or written correction;
- Conference with student;
- Conference with parent;
- Counseling with teachers, school counselors, special services, or administrative personnel;
- Peer mediation;
- Altering the educational environment such as changing seating assignments in the classroom or on vehicles owned or operated by the District, or class schedule changes where appropriate;
- Penalties identified in individual student organizations’ extracurricular standards of behavior;
- Cooling-off time or “time out;”
- Confiscation of items that disrupt the educational environment;
- Behavioral contracts and/or school administered probation;
- Demerits or rewards;
- Detention, including outside regular school hours*;

- Assignment of school duties at the discretion of the principal;
- Out-of-School Suspension (OSS);
- In-School Suspension (ISS);
- Placement in a DAEP as specified in the DAEP section of the *Student Code of Conduct*;
- Expulsion as specified in the expulsion section of the *Student Code of Conduct*;
- Grade reduction for cheating, plagiarism, or other academic dishonesty, and as otherwise permitted by policy;
- Withdrawal of campus privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or memberships in school-sponsored clubs and organizations;
- Sending the student to the office or other assigned area;
- Referral to outside agency or authority for criminal conduct;
- Repair of, or restitution for, damaged materials, equipment, furniture, or other property; and/or
- Withdrawal or restriction of District transportation privileges;
- School-assessed and school-administered probation;
- Other strategies and consequences as determined by school officials.

* Before assigning detention outside regular school hours to a student under 18, the appropriate administrator shall give notice to the student's parent regarding the reason for the detention and permit arrangements for necessary transportation.

RISD policy prohibits administering corporal punishment to students. Documented repeated violations of District, campus or classroom rules may rise to the level of persistent misbehavior which may result in the removal of the student to a DAEP, OSS, and/or expulsion.

Suspension. Students may be suspended in- or out-of-school for any behavior listed in the *Student Code of Conduct* as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order out-of-school suspension, the District shall take into consideration: self-defense, intent or lack of intent at the time the student engaged in the conduct, and the student's disciplinary history, and disability, if any, that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct.

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

Questions/Appeals. Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administrator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques (other than referral to DAEP or expulsion which have separate appeal procedures described in this *Student Code of Conduct*, or ISS or OSS, which are appealable only to the campus principal) should be addressed in accordance with policy FNG (Local). The policy is available from the principal's office or through the District's website at <http://www.risd.org>. Disciplinary consequences shall not be deferred pending the outcome of a grievance or appeal.

Students with Disabilities.

The discipline of students with disabilities is subject to applicable State and federal law in addition to the *Student Code of Conduct*. To the extent any conflict exists, State and/or federal law shall prevail. In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the statutory definition of bullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

Removal from the School Bus.

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

RISD's primary responsibility in transporting students in District vehicles is to do so as safely and efficiently as possible. Student misbehavior cannot be allowed to disrupt or distract the driver from focusing on driving. Thus, when appropriate disciplinary management techniques fail to improve student behavior or when a specific instance of misconduct warrants removal, the principal or campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with applicable law.

2016-2017 STUDENT CODE OF CONDUCT

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING – CATEGORY II

Disciplinary Alternative Education Program (DAEP)

In addition to application of other discipline management strategies, students who engage in conduct characterized as a Category II offense, as described in the *Student Code of Conduct*, may be removed from the regular educational setting and placed in a Disciplinary Alternative Education Program (DAEP). RISD has designated the *Christa McAuliffe Learning Center, located at 900 S. Greenville Avenue, Richardson, Texas 75081, 469-593-5800*, as its DAEP. Refer to the section titled “Removal from the Regular Education Setting – Procedures” in this *Student Code of Conduct* for more detailed information about DAEP placement.

The terms of placement for a Category II offense must prohibit the student from attending or participating in a school-sponsored or school-related activity or noncurricular activity during the period of DAEP placement. This prohibition includes but is not limited to athletic events, competitions, performances, practices, school dances, pep rallies, graduation ceremonies and activities, and school-sponsored trips (local or out of town). During the period of DAEP assignment, a student should not be present at his or her home campus without specific authorization from the campus principal or designee.

Graduation. For a senior student assigned to a DAEP at or near the end of the school year who is eligible to graduate, if the terms of the placement continue through graduation, the student will not be allowed to participate in the graduation ceremony and any related graduation activities. (*Reference: Texas Education Code § 37.006*)

Age and Grade Considerations. By law, students under the age of six cannot be removed from class and placed in a DAEP unless they commit a federal firearms offense. An elementary student may not be placed in a DAEP with another student who is not an elementary school student. Elementary classification shall be Kindergarten–grade 6 and secondary classification shall be grades 7-12.

Summer Programs. Summer programs provided by the District shall serve students assigned to a DAEP (if any) in conjunction with other students.

Transportation. Transportation will not be provided for a student assigned to DAEP unless he or she is an elementary student or a student with a disability whose IEP designates transportation as a related service.

Students with Disabilities. Within 10 school days of any administrative decision to change the placement of a student with a disability because of a violation of the *Student Code of Conduct*, the student’s ARD or § 504 committee should conduct a Manifestation Determination meeting. The school should promptly contact the Licensed Specialist in School Psychology or Educational Diagnostician assigned to the school for assistance. If the committee determines that the behavior was a manifestation of the student’s disability, the committee must conduct (or review) a Functional Behavior Assessment (FBA) and implement a Behavior Intervention Plan (BIP) for the student; or review/modify a current BIP. Additionally, the student should return to the previous placement unless the committee mutually agrees to change the placement or if the student was being removed due to one of the three special circumstances. If the committee determines the behavior was **not** a manifestation of the student’s disability, the student’s placement may be changed. An FBA and/or BIP is not required if the behavior is not a manifestation of the student’s disability, but could be conducted if the committee felt it was necessary.

Other Considerations. In deciding whether to place a student in a DAEP, regardless of whether the placement is mandatory or discretionary, the District will consider self-defense, intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, and any disability that substantially impairs the student’s capacity to appreciate the wrongfulness of his/her conduct. For purposes of a DAEP placement, in determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense by the *Texas Penal Code*, the superintendent or his designee may consider all available information, including information furnished under Article 15.27 of the *Code of Criminal Procedures*.

Notice to Noncustodial Parent. A noncustodial parent may request in writing directed to the student’s campus principal that the District provide the noncustodial parent with a copy of any written notification relating to student misconduct that results in DAEP placement that the District generally provides to the custodial parent/guardian. Such written request is effective for the remainder of the school year in which it is received. Nothing in this paragraph entitles a parent to receive

information that is not authorized under applicable court order.

Mandatory DAEP Placement

Students shall be assigned to a DAEP under the following circumstances:

1. A student shall be removed from class and placed in a DAEP if the student commits any of the following conduct on or within 300 feet of school property (as measured from any point on the school's real property boundary line) or while attending a school-sponsored or school-related activity on or off school property:
 - a. Engages in conduct punishable as a felony.
 - b. Commits an assault involving bodily injury under § 22.01(a)(1), *Texas Penal Code* (intentionally, knowingly, or recklessly causes bodily injury to another, including the person's spouse).
 - c. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of:
 - i) marijuana;
 - ii) a controlled substance, as defined by Chapter 481, *Health and Safety Code*, or 21 U.S.C. § 801; or
 - iii) a dangerous drug (in an amount not constituting a felony), as defined by Chapter 483, *Health and Safety Code*. (School-related felony drug offenses are addressed in the Category III – Expulsion section of the *Student Code of Conduct*.) Note: A student with a valid prescription for low-THC cannabis as authorized by chapter 487 of the *Health and Safety Code* does not violate this provision if he/she possesses, uses, or is under the influence of the low-THC cannabis in accordance with the District's prescription policies.
 - d. Sells, gives, or delivers to another person an alcoholic beverage as defined by § 1.04, *Alcoholic Beverage Code*; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of an alcoholic beverage, if the conduct is not punishable as a felony. (School-related felony alcohol offenses are addressed in the Expulsion section.)
 - e. Engages in conduct that contains the elements of an offense relating to an abusable volatile chemical under § 485.03 - § 485.035, *Health and Safety Code*.
 - f. Engages in conduct that contains the elements of the offense of public lewdness under § 21.07, *Texas Penal Code*, or indecent exposure under § 21.08, *Texas Penal Code*. (*Reference: Texas Education Code § 37.006*)
 - g. Admits to use, sale, or delivery of any amount of alcohol or any other illegal substance.
2. A student shall be removed from class and placed in a DAEP if the student:
 - a. Engages in conduct relating to a false alarm or report (including a bomb threat) or terroristic threat involving a public school. (*Reference: Texas Penal Code § 42.06 & § 22.07*)
 - b. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (*Reference: Texas Penal Code § 36.06*) (Committing retaliation in combination with an expellable offense is addressed in Category III.)
3. A student shall be removed from class and placed in a DAEP if the student engages in conduct punishable as aggravated robbery or a felony listed under Title 5 of the *Texas Penal Code* when the conduct occurs off school property and not at a school-sponsored or school-related activity, and:
 - a. the student receives deferred prosecution;
 - b. a court or jury finds that the student has engaged in delinquent conduct under § 54.03, *Family Code*; or
 - c. the superintendent or designee has a reasonable belief that the student has engaged in the conduct and the student's continued presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
4. A student shall be removed from class and placed in a DAEP if the student engages in expellable conduct and is between six and nine years of age.
5. A student shall be removed from class and placed in a DAEP if the student commits a federal firearm violation and is younger than six years of age.

Discretionary DAEP Placement

A student may be assigned to a DAEP for the following conduct:

1. Communicating reckless speech, including threats to District students, employees, or volunteers, regardless of whether the student intends to carry out the plan, scheme, or threat.
2. Using/Possessing a knife that is not an “illegal knife” as defined by *Texas Penal Code § 46.01(3)* at school or while attending or participating in a school-related or school-sponsored activity or while in any District-provided transportation.
3. Engaging in conduct defined as a felony offense other than aggravated robbery or those defined in Title 5, *Texas Penal Code*; off school property and while the student is not in attendance at a school-sponsored or school-related activity, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
4. Involvement in a public school fraternity, sorority, secret society or gang, including participating as a member, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang.
5. Involvement in criminal street gang activity.
6. Bullying, harassment, hazing, intimidation, or making a hit list.
7. Engaging in non-expellable conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship.
8. Inappropriately exposing private body parts.
9. Engaging in offensive or unwelcome verbal or physical conduct of a sexual nature which may include requests for sexual favors, or other intimidating or unwelcome sexual conduct directed toward another student.
10. Engaging in sexual intercourse or other intimate sexual conduct at school or during any school-related or school-sponsored activity (even if such conduct is consensual).
11. Sexting or sending via computer or telecommunication device nude or sexually graphic or suggestive images of one’s self or another student if the conduct is not punishable as a felony.
12. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded.
13. Possessing, distributing, or downloading any pornographic material.
14. Selling, delivering to another person, possessing or using drug paraphernalia.
15. Selling, delivering, using, possessing, or knowingly ingesting prescription or non-prescription medication (exception: medication possessed and taken in accordance with the Health Services section of the *Student and Parent Guidebook and Student Code of Conduct* and as directed by a doctor's prescription or label directions).
16. Possessing an unauthorized prescription medication.
17. Possessing, giving, selling or using any item or substance that is used to simulate the effects or use of any illegal substance.
18. Possessing, giving, selling or using tobacco, tobacco products, E-liquids, electronic cigarettes, e-cigarettes, or other products or paraphernalia to smoke or simulate smoking, including personal vaporizers and electronic nicotine delivery systems.
19. Possess, using, giving away, or selling items or substances suitable or not suitable for human consumption that are used to simulate the effects of illegal drug use.
20. Vandalizing, damaging, setting fire to, or stealing property owned by the District, other students, or District employees, or while attending a school-sponsored or school-related activity on or off school property.
21. Engaging in serious misbehavior that affects the orderly environment of the school, not excluding conduct listed in Category I.
22. Exhibiting persistent misbehavior including repeated, documented violations of standards of student conduct and/or the *Student Code of Conduct*. Provided, however, a student who has previously attended the District’s DAEP-Christa

McAuliffe Learning Center (CMLC) within a particular school year for continued persistent or serious misbehavior, must repeat the District's stated disciplinary process before being returned to CMLC.

23. Using the District's technology resources, including the Internet or intranet, or any technology equipment, to obtain a benefit from; defraud or harm another; or alter, damage or delete property or information from the system without permission.
24. Violating the District's Responsible Use Guidelines or Electronic Communication and Data Management Policy.
25. Engaging in unwelcome verbal or physical harassment on the basis of a person's sex, age, race, color, religion, disability, or national origin.
26. Engaging in criminal mischief not punishable as a felony.
27. Using/Possessing a "look-alike" weapon, stun gun or other incapacitating device, or using any object to threaten or cause bodily harm.
28. Using/Possessing an air rifle, air pistol or pellet gun of any description that is capable of discharging any object by means of compressed air, gas, springs, or other means.
29. Possessing a "look-alike" explosive.
30. Committing assault that does not involve bodily injury (*See* "Glossary").
31. Using, selling, possessing, or delivering any amount of alcohol or any other illegal substance on school premises or while attending or participating in a school-sponsored or school-related activity at any location that does not rise to the level of a mandatory removal.

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

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

Sexual Assaults and Campus Assignments. If a student has been convicted of continuous sexual abuse of a young child or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent (or other person with authority to act on behalf of the victim) requests that the board transfer the offending student to another campus, the District shall transfer the offending student to another RISD campus. If there is no other RISD campus serving the grade level of the offending student, he/she shall be placed in DAEP.

2016-2017 STUDENT CODE OF CONDUCT

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING - CATEGORY III

Expulsion

RISD will expel (remove from RISD enrollment) students who commit Category III infractions as described in the *Student Code of Conduct* and under § 37.007 of the *Texas Education Code*. A student who is expelled from an RISD campus will be referred to the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP). Expelled students will be afforded due process within RISD as provided by District policy and federal and state law. Refer to the section titled “Removal from the Regular Education Setting – Procedures” in the *Student Code of Conduct* for more detailed information about expulsion.

The campus behavior coordinator must notify Student Services immediately when a student engages in conduct that constitutes an expellable offense under Category III (mandatory or discretionary). In deciding whether to order expulsion, regardless of whether the expulsion is mandatory or discretionary, the campus behavior coordinator shall consider self-defense, intent or lack of intent at the time the student engaged in the conduct, the student’s disciplinary history, and a disability, if any, that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion, including, but not limited to: athletic events; competitions; performances; school dances; graduation ceremonies or festivities; and school-sponsored trips (local or out of town). If during the period of expulsion the student engages in additional misconduct for which DAEP placement or expulsion is required or permitted, RISD may conduct additional procedures, which may result in additional disciplinary consequences.

Student Age. The *Texas Education Code* prohibits a school District from expelling students under the age of ten (10) unless the student commits a federal firearms offense and is between five and ten years of age. If a student under age ten (10) engages in other expellable conduct, the student must be assigned to a DAEP. (Reference: *Texas Education Code* § 37.007(h); § 37.007(e)(2); § 37.006(f))

Students with Disabilities. If a student with a disability commits a Category III offense, the student will be placed in an interim alternative education setting until an ARD

meeting or § 504 meeting, as appropriate, can be convened to conduct a Manifestation Determination.

Within 10 school days of any administrative decision to change the placement of a student with a disability because of a violation of the *Student Code of Conduct*, the student’s ARD or § 504 committee should conduct a Manifestation Determination. The school should promptly contact the Licensed Specialist in School Psychology or Educational Diagnostician assigned to the school for assistance. If the ARD or § 504 committee determines that the behavior was a manifestation of the student’s disability then the committee must conduct (or review) a Functional Behavior Assessment (FBA) and implement a Behavior Intervention Plan (BIP) for the student; or review/modify a current BIP. Additionally, the student should return to the previous placement unless the ARD or § 504 committee mutually agrees to change the placement or if the student was being removed due to one of the three special circumstances. If the committee determines the behavior was **not** a manifestation of the student’s disability, then the student’s placement may be changed. An FBA and/or BIP is not required if the behavior is not a manifestation of the student’s disability, but could be conducted if the ARD or § 504 committee felt it was necessary. Students with disabilities may be expelled on the same basis as non-disabled students, provided the student’s ARD or § 504 committee determines that the misconduct is not a manifestation of the student’s disability and/or the result of inappropriate placement. During the period of expulsion, the student’s IEP or § 504 plan must continue to be implemented in a way which provides a program individually designed to meet the student’s unique learning needs and provides a free, appropriate, public education. A representative of the DCJJAEP will be invited to any expulsion ARD or § 504 meeting as a non-consensus member.

Notice to Noncustodial Parents. A noncustodial parent may request in writing directed to the student’s campus principal that the District provide the noncustodial parent with a copy of any written notification relating to student misconduct that results in expulsion that the District generally provides to the custodial parent/guardian. Such written request is effective for the remainder of the school year in which it is received. Nothing in this paragraph entitles a parent to receive information that is not authorized under any applicable court order.

Mandatory Expulsion

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

1. Using, exhibiting, or possessing the following (as defined by the *Texas Penal Code*):
 - a. A firearm (as defined by *Texas Penal Code* § 46.01(3)) unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
 - b. A prohibited weapon (as defined by *Texas Penal Code* § 46.05) (See “Glossary”).
2. Engaging in conduct that contains the elements of the following offenses under the *Texas Penal Code*:
 - a. Unlawfully carrying weapons (*Texas Penal Code* § 46.02) (knowingly or recklessly carrying a handgun, illegal knife, or club).
 - b. Intentionally/knowingly possessing, manufacturing, transporting, repairing or selling prohibited weapons (*Texas Penal Code* § 46.05)
 - c. Aggravated assault (*Texas Penal Code* § 22.02), sexual assault (*Texas Penal Code* § 22.011), or aggravated sexual assault (*Texas Penal Code* § 22.021).
 - d. Arson (*Texas Penal Code* § 28.02) (See “Glossary”).
 - e. Murder (*Texas Penal Code* § 19.02), capital murder (*Texas Penal Code* § 19.03), or criminal attempt to commit murder or capital murder (*Texas Penal Code* § 15.01).
 - f. Indecency with a child (*Texas Penal Code* §21.11).
 - g. Aggravated robbery (*Texas Penal Code* § 29.03).
 - h. Aggravated kidnapping (*Texas Penal Code* § 29.03).
 - i. Manslaughter (*Texas Penal Code* § 19.04) or criminally negligent homicide (*Texas Penal Code* § 19.05).
 - j. Continuous sexual abuse of a young child or children.
3. Engaging in the following conduct if it is punishable as a felony:
 - a. Using, possessing, being under the influence of, or selling, giving, or delivering to another person marijuana, a dangerous drug (*Health and Safety Code Chapter 483*), a controlled substance (*Health and Safety Code Chapter 481*; 21 U.S.C. § 801), or an alcoholic beverage (*Alcoholic Beverage Code* § 1.04).
 - b. Committing a serious act or offense while under the influence of alcohol.
4. Federal Law: A student must be expelled for one year for bringing to school a firearm, as defined by federal law, when the offense occurs on school property or while the student is in attendance at a school-sponsored or school-related activity on or off school property. "Firearm" under federal law includes:
 - a. 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;
 - b. the frame or receiver of any such weapon;
 - c. any firearm muffler or firearm weapon; and
 - d. any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Note: A student under age six shall not be expelled unless he/she commits a federal firearm offense.
5. Engaging in retaliation against a school employee or volunteer combined with one of the above listed mandatory expulsion offenses.

Discretionary Expulsion: Student Conduct That May Result in Expulsion from School

A student may be expelled for:

1. Engaging in the following conduct, no matter where it takes place:
 - a. Conduct that contains the elements of assault under *Texas Penal Code § 22.01(a)(1)* in retaliation against a school employee or volunteer.
 - b. Criminal mischief, if punishable as a felony.
 - c. Conduct that contains the elements of breach of computer security under *Texas Penal Code § 33.02* if the conduct involves accessing a computer, computer network or system owned or operated by or on behalf of a school district and the student knowingly alters, damages, or deletes district information or property or commits a breach of any other computer, computer network or system.
2. Engaging in conduct that contains the elements of one of the following offenses against another student, no matter where the conduct occurs:
 - a. Aggravated assault.
 - b. Sexual assault.
 - c. Aggravated sexual assault.
 - d. Murder or capital murder.
 - e. Criminal attempt to commit murder or capital murder.
 - f. Aggravated robbery.
3. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school (*Texas Penal Code § 42.06 or § 22.07*).
4. Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - a. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by chapter 487 of the *Health and Safety Code* does not violate this provision if he/she possesses, uses, or is under the influence of the low-THC cannabis in accordance with the District's prescription policies.
 - b. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
 - c. Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
 - d. Engaging in deadly conduct (under *Texas Penal Code § 22.05*).
 - e. Engaging in conduct that contains the elements of assault (under *Texas Penal Code § 22.01(a)(1)*) against an employee or a volunteer.
5. Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
 - a. Unlawfully carrying weapons or possessing, manufacturing, transporting, repairing, or selling prohibited weapons.
 - b. Aggravated assault, sexual assault, or aggravated sexual assault.
 - c. Arson.
 - d. Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - e. Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - f. Continuous sexual abuse of a young child or children.
 - g. Felony, drug-related, or alcohol-related offense.

- h. Use or possession of a firearm (as defined by state law), an illegal knife, a club, a prohibited weapon, or possession of a firearm (as defined by federal law).
- 6. Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.
- 7. Engaging in serious misbehavior (*See* “Glossary”) that violates the District’s Student Conduct of Conduct while placed in a DAEP.

Individual administrators will consider all relevant factors when making a referral for an expulsion. Except as otherwise required by law, the duration of an expulsion usually will be 90 days, unless a longer period is required by law.

Placement and/or Expulsion for Certain Serious Offenses

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

Note: Information about procedures and appeals for students placed or expelled under this section are included within this section. The general procedures and appeals for Category II and III offenses do not apply to offenses described in this section.

Registered Sex Offenders

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

If the student is already assigned to a DAEP for any reason when the District receives notification that the student is required to register as a sex offender, the DAEP, in conjunction with the student’s home school, must promptly determine the appropriate placement for the student as provided below.

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

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

- a. threatens the safety of other students or teachers,
- b. will be detrimental to the educational process, or
- c. is not in the best interest of the District’s students.

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

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

3. Newly Enrolled Student – If a student enrolls in the District during a mandatory placement as a registered sex offender, the District may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.
4. Appeal – A student or the student’s parent may appeal the placement by requesting a conference between the Board or its designee, the student, and the student’s parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Title 5 Felonies

1. DAEP placement is required for students who engage in conduct characterized as a Title 5 felony offense as described in the Mandatory DAEP Placement section. Notwithstanding this section, however, a student may be expelled and

placed in JJAEP or DAEP in accordance with *Texas Education Code § 37.008*, if the Board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (See “Glossary”) of the *Texas Penal Code*. The student must have:

- a. received deferred prosecution for conduct defined as a Title 5 felony offense;
 - b. been found by a court or jury to have engaged in delinquent conduct for the conduct defined as aggravated robbery or a Title 5 felony offense;
 - c. been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
 - d. been referred to a juvenile court for allegedly engaging in delinquent conduct defined as aggravated robbery or a Title 5 felony offense; or
 - e. received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.
2. The District may expel the student and order placement under these circumstances regardless of:
- a. the date on which the student’s conduct occurred;
 - b. location at which the conduct occurred;
 - c. whether the conduct occurred while the student was enrolled in the District; or
 - d. whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.
3. Hearing and Required Findings – The student must first have a hearing before the Board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student’s presence in the regular classroom:
- a. threatens the safety of other students or teachers;
 - b. will be detrimental to the educational process; or
 - c. is not in the best interest of the District’s students.
 - d. Any decision of the Board or the Board’s designee under this section is final and may not be appealed.
4. Length of Placement - The student is subject to the placement until:
- a. the student graduates from high school;
 - b. the charges are dismissed or reduced to a misdemeanor offense; or
 - c. the student completes the term of placement or is assigned to another program.
5. Newly Enrolled Students – A student who enrolls in the District before completing a placement under this section from another school district must complete the term of the placement.

2016-2017 STUDENT CODE OF CONDUCT

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING - PROCEDURES

RISD intends to administer discipline under the *Student Code of Conduct* in a fair and consistent manner and to provide students with the due process that is required by federal or state standards, according to the nature of the disciplinary consequences that may be imposed. Disciplinary consequences, including assignment to a DAEP or expulsion, will not be delayed pending the outcome of any proceedings through the criminal justice system and RISD's disciplinary consequences are not dependent upon outcomes through the criminal justice system.

Suspension

Before issuing an order of In-School Suspension (ISS) or Out-of-School Suspension (OSS), the campus behavior coordinator or designee will have an informal conference to advise the student of the conduct of which he or she is accused and the student will have an opportunity to explain his or her version of the incident before the administrator's decision is made.

The length of an OSS is left to the campus behavior coordinator or designee's discretion, but will not exceed three school days. There is no limit on the number of times a student may be suspended in a semester or school year.

A student who is assigned to ISS or OSS may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities during the disciplinary assignment. This prohibition includes but is not limited to: athletic events; competitions; practices; performances; group, club, or team meetings; school dances; pep rallies; ceremonies and related activities; and school-sponsored trips (local or out of town).

ISS: The exclusion from extracurricular and noncurricular school activities begins at the start of the school day on the first day of assignment and ends at the end of the school day on the final day of the ISS assignment (*e.g.*, student receives a two-day ISS assignment for Tuesday and Wednesday; exclusion ends at the end of the school day on Wednesday and student may participate beginning Wednesday after school).

OSS: The exclusion from extracurricular and noncurricular school activities ends on the school day on which the student returns to regular classes following the completion of the OSS assignment (*e.g.*, student receives a two-day OSS assignment for Thursday and Friday;

student may resume participation on the following Monday).

Disciplinary Alternative Education Program (DAEP)/Christa McAuliffe Learning Center (CMLC)

When a student engages in conduct permitting or requiring placement in a DAEP, within three school days, the campus behavior coordinator/designee will schedule a conference with the student and his/her parent/guardian to discuss the incident. If the conduct also resulted in removal from class by a teacher pursuant to § 37.002(d) of the *Texas Education Code*, the teacher also will attend. At the conference, the campus behavior coordinator/designee will inform the student of the reason(s) for removal, explain the basis of the removal, and give the student and/or the student's parent/guardian an opportunity to respond to the reason(s) for removal. Following unsuccessful, valid attempts to secure the parent's attendance at the conference, the campus behavior coordinator/designee may hold the conference and make a placement decision regardless of whether the student or his/her parent attends.

Restrictions During Placement: A student who is assigned to the DAEP may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities during the disciplinary assignment. This prohibition includes but is not limited to: athletic events; competitions; practices; performances; group, club, or team meetings; school dances and banquets; pep rallies; ceremonies and related activities; honorary activities (including graduation); and school-sponsored trips (local or out of town). A student may not be present on his/her home campus during a DAEP placement without specific prior authorization from the principal/designee. These restrictions apply to a student who withdraws before a DAEP order is completed.

Coursework Notice: The campus behavior coordinator/designee shall give the student's parent notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation at no cost to the student. The notice shall include information regarding all methods for completing the coursework. The campus also will discuss with the student and parent any opportunities for completion of other coursework.

Emergencies: In an emergency, the campus behavior coordinator or designee may order immediate placement of a student in DAEP/CMLC for any reason for which such mandatory placement could be made on a non-emergency basis. When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the 10th school day after the date of the emergency placement, the student will be given the appropriate conference required for assignment to a DAEP.

Length of Placement: After the conference, if a placement decision is made, the campus behavior coordinator/designee will prepare a placement order and give or send a copy to the student and his/her parents. Students are expected to enroll in the assigned DAEP as indicated in the assignment order. The campus behavior coordinator/designee will determine the duration of a student's placement on a case-by-case basis, considering all relevant factors including, without limitation, the seriousness of the offense, the student's age/grade, the frequency of misconduct, the student's attitude, and any statutory requirements. The DAEP placement will usually be between 40 school days to one semester of good behavior. To minimize disruption to the student's education, the campus behavior coordinator/designee may consider the beginning and ending of grading periods in relation to the ending of the DAEP assignment. In addition, to encourage good behavior, students assigned to CMLC shall have the opportunity to earn a reduction of up to 10 days from the DAEP assignment for good behavior by maintaining prompt and regular attendance and earnestly complying with the *Student Code of Conduct* and the DAEP campus rules. Days on which a student is absent (for any reason) do not count toward completion of the DAEP assignment.

The maximum period of placement in the DAEP shall be one calendar year except when a review by the District determines that:

- (i) the student is a threat to the safety of other students or to District employees;
- (ii) extended placement is in the best interest of the student; or
- (iii) the placement resulted from the Board's decision to place a student who engaged in sexual assault of another student in the DAEP so the students are not assigned to the same campus.

If the placement extends beyond the sooner of 60 days or the end of the next grading period, a student's parents will be given the opportunity to participate in a proceeding before the Board or designee.

Before RISD may place a student in a DAEP for a period that extends beyond the end of the school year, the Board or designee must determine that (i) the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or another individual; or (ii) the student has engaged in serious or persistent misbehavior that violates the *Student Code of Conduct*. However, students who commit offenses requiring placement in a DAEP at or near the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

Withdrawal During Placement Process

If a student who has engaged in conduct permitting or requiring placement in a DAEP withdraws from RISD before a placement order is completed, the campus behavior coordinator will complete the proceedings and issue a placement order. If the student re-enrolls in RISD, the District will enforce the order at that time, less any period of the placement that the student has completed in another district.

Newly Enrolled Students

A student who was assigned to a DAEP in another Texas school district or an open-enrollment charter school, and enrolls in RISD prior to completing any period of the DAEP assignment in the prior district, will be required to complete the DAEP assignment in RISD. The RISD home campus will place the student directly at CMLC upon enrollment or upon learning of the unserved DAEP assignment. A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in RISD. If the other state's placement exceeds one year, RISD, as required by Texas law, will reduce the placement to one year unless a review determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

DAEP Status Review

A student placed in a DAEP shall be provided a review of the student's status at the DAEP, including a review of the student's academic status, by the CMLC principal at intervals not to exceed 120 days. For high school students, the review also will include the student's progress towards meeting high school graduation requirements. A specific graduation plan shall be established for the student; however, RISD is not required to provide a course in DAEP except as is required by *Texas Education Code § 37.008(1)*. At the review, the student/parent will have an opportunity to present arguments for the student's return to the regular classroom or campus.

Notice of Criminal Proceedings

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

1. prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or
2. the court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct, or conduct indicating a need for supervision, and the case was dismissed with prejudice.

No later than the third day after receiving such notice from the prosecutor, the superintendent or her designee will review the student's placement and schedule a conference with the student's parents. The student may not be returned to the classroom pending the review. After reviewing the notice and receiving information from the student's parents, the superintendent/designee may continue the placement if there is reason to believe that the student's presence in the regular classroom threatens the safety of other students or teachers.

The student or his/her parents may appeal the superintendent's decision to the Board of Trustees by making a written request to Student Services, and the student may not be returned to the classroom pending the appeal. The Board will hear the requested appeal at the next scheduled meeting for which appropriate notice may be posted following receipt of the appeal. The Board will review the notice from the prosecutor and receive information from the student, his/her parents, and the superintendent/designee. The Board shall make a record of the proceedings. If the Board upholds the superintendent's decision, the student may appeal to the Commissioner of Education. The student may not be returned to the classroom pending the appeal.

Expulsion

When school officials believe a student has committed an expellable offense, the campus behavior coordinator/designee will schedule a hearing within a reasonable time. The student's parents will be invited, in writing, to attend the hearing. While the campus behavior coordinator/designee will attempt to cooperate with the student's parents to schedule the hearing for a mutually convenient time and to give the student adequate time to prepare for the hearing, the District may hold the hearing after providing notice of the hearing to the student and

parent, regardless of whether the student or the student's parent attends.

Until a hearing can be held, the campus behavior coordinator/designee may place the student in another appropriate classroom, ISS, OSS, or a DAEP. At the hearing, the student may be represented by his or her parent/legal guardian or another adult representative who may assist the student in explaining the incident. The student will have the opportunity to present evidence and witnesses on his/her behalf, and to examine and question evidence presented by the administration. An expulsion hearing is not a court proceeding and rules of evidence do not apply. Hearsay is admissible and the principal may choose to assign weight to hearsay evidence and will assess the credibility of the witnesses. There is no right to subpoena a witness to the hearing.

The campus behavior coordinator/designee will reach a determination regarding the recommendation for expulsion at the end of the hearing and will promptly deliver to the student and his/her parent a copy of the order of expulsion.

In an emergency, the campus behavior coordinator/designee may order immediate expulsion of a student for any reason the student could be expelled on a nonemergency basis. When an emergency expulsion occurs, the student will be given oral notice of the reason for expulsion. Within 10 days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

Each expulsion will be considered on a case-by-case basis and all relevant factors will be considered. The length of an expulsion will be correlated to the seriousness of the offense, the student's age, grade level, the frequency of misbehavior, the student's attitude, and any statutory requirements. In most cases, an expulsion will not exceed 90 days, unless a longer period is required by law. If the period of expulsion is inconsistent with these guidelines, the expulsion order must give notice of the inconsistency. State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis. An expulsion may not exceed one year unless, after review, the District determines that:

1. the student is a threat to the safety of other students or to District employees; or
2. extended expulsion is in the best interest of the student.

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

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

Students do not earn District academic credit for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another District-approved program.

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

Withdrawal during expulsion process

If a student who has committed an expellable offense withdraws from the District before the expulsion hearing takes place, the campus behavior coordinator/designee will conduct the hearing after sending written notice to the parent and student and issue an expulsion order, if appropriate. If the student re-enrolls in RISD during the same or subsequent school year, RISD will enforce the expulsion order at that time. The period of expulsion may be decreased by any period of expulsion the student completed for the incident in another district.

Newly Enrolled Students

RISD will continue the expulsion of any newly enrolled student who was expelled from another Texas school

district or an open-enrollment charter school until the period of expulsion is completed. If a student expelled in another state enrolls in RISD, the District will continue the expulsion under the terms of the expulsion order. If the out-of-state expulsion order expels the student for more than one year, RISD will reduce the order so that the entire period does not exceed one year, unless after review the District determines that:

1. the student is a threat to the safety of other RISD students or employees; and
2. extended placement is in the best interest of the student.

Restrictions During Expulsion: An expelled student may not attend or participate in any school-sponsored or school-related extracurricular activities or noncurricular school activities during the period of expulsion. This prohibition includes but is not limited to athletic events; competitions; practices; performances; group, club, or team meetings; school dances and banquets; pep rallies; ceremonies and related activities (including graduation); honorary activities; and school-sponsored trips (local or out of town). During a period of expulsion, a student may not be present at any district facility without specific authorization from his/her campus behavior coordinator/designee. These restrictions apply, as well, to a student who withdraws from enrollment before an expulsion hearing takes place and remains in effect until the period of expulsion is actually completed.

2016-2017 STUDENT CODE OF CONDUCT

REVIEWS AND APPEALS

Students with Disabilities

When considering placement in an In-School Suspension (ISS), Disciplinary Alternative Education Placement (DAEP), or expulsion, the ARD committee will not provide for a recess of up to ten (10) school days in the absence of mutual agreement. Parents should be given a copy of *An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School*.

A parent of a minor student with a disability or an adult student with a disability who disagrees with a decision regarding placement or manifestation determination has the right to request an expedited hearing through the special education hearing process as outlined in the *Notice of Procedural Safeguards*.

In-School Suspension (ISS)

A student who is assigned to ISS for a period of 10 days or less may appeal only to the campus behavior coordinator/designee. The decision of the campus behavior coordinator/designee is final and not subject to further appeal.

Out-of-School Suspension (OSS)

A student who has been suspended for up to three (3) school days may appeal only to the campus behavior coordinator/designee. The decision of the campus behavior coordinator/designee is final and not subject to further appeal.

DAEP/Christa McAuliffe Learning Center (CMLC)

An adult student or the parent of a student who is assigned to the DAEP/CMLC may request a review of the campus behavior coordinator/designee's decision as follows:

Administrative Committee

Requests for appeal of the campus behavior coordinator/designee's decision to place a student in DAEP/CMLC must be made in writing and delivered to *Student Services at 400 S. Greenville Avenue, Annex, Richardson, Texas 75081*, within three (3) school days of receipt of the campus behavior coordinator/designee's decision. Untimely appeals will not be considered unless the District has agreed in writing to extend the appeal deadline. The assignment to CMLC will not be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, a conference will be held with a panel of three (3) administrators with no prior involvement in the case. At the informal conference, a school representative will present information regarding the placement. The student, parent, and/or adult representative may offer relevant information in the student's defense. The Administrative Committee can uphold the school's decision, modify the school's decision and alter placement, or overturn the decision and reinstate the student to regular classes. The Administrative Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

Executive Committee

Within three (3) school days after receiving the Administrative Committee's decision, the adult student or parent may request a review of that decision by an Executive Committee. The Executive Committee will consist of three administrators who were not involved in the incident. The request must be made in writing and delivered to *Student Services at 400 S. Greenville Avenue, Annex, Richardson, Texas 75081*. Untimely appeals will not be considered unless the District has agreed in writing, to extend the appeal timeline. Within five (5) school days an informal conference will be held with the Executive Committee, student, parent and a school representative to discuss the placement. The Executive Committee can uphold the school's decision, modify the school's decision and alter placement, or overturn the decision and reinstate the student to regular classes. The Executive Committee's decision will be communicated to the parent or adult student the next school day after the committee reaches its decision.

The decision of the Executive Committee is final and concludes the appeal process for placement at a DAEP.

Note: See page 70 for a discussion of a student's appeal rights following the District's receipt of Notice of Criminal Proceeding from a prosecuting attorney.

Expulsion

An adult student or the parent of a student who has been expelled from school may appeal the campus behavior coordinator/designee's decision as follows:

Administrative Committee

Requests for appeal of the campus behavior coordinator/designee's decision to expel a student may be made to the Administrative Committee. The request shall be made in writing to the Student Services office within three (3) school days of the principal's notification of expulsion (*c/o Student Services, RISD Annex, 400 S. Greenville, Richardson, TX 75081; 469-593-0365*). Untimely appeals will not be considered unless the District has agreed in writing to extend the appeal timeline. The expulsion will not be deferred pending the outcome of any appeal.

Within five (5) school days after receiving the request for a review, a conference will be held with a panel of three (3) administrators who were not involved in the underlying matter. At the informal conference, a school representative will present information regarding the placement. The student, parent, and /or adult representative may offer relevant information in the student's defense. The Administrative Committee can uphold the school's decision, modify the school's decision and alter placement, or overturn the expulsion and reinstate the student to regular classes.

The Administrative Committee's decision will be communicated to the parent or adult student within three (3) school days after conclusion of the hearing. A parent or adult student who does not agree with the decision of the Administrative Committee may appeal to the Executive Committee as provided below.

Executive Committee

A request to appeal the decision of the Administrative Committee shall be made to the Executive Committee. The request shall be made in writing to the Student Services office within three (3) school days of notification of the committee's decision (*c/o Student Services, RISD Annex, 400 S. Greenville, Richardson, TX 75081; 469-593-0365*). Untimely appeals will not be considered unless the District has agreed in writing to extend the appeal timeline. Within five (5) school days of receipt of the request for a hearing, a hearing shall be held. The Director of Student Services shall chair the committee for the appeal. The appeal will be heard by three (3) different administrators who were not involved in the underlying matter. At the hearing the student and his/her representative, if any, may present evidence and witness statements. The school may respond to the student's evidence and may present its own evidence. The committee may ask questions for clarification. The committee can uphold the school's decision, modify the school's decision, or overturn the expulsion and reinstate the student to regular classes. Written notification of the results will be delivered to the parent/guardian or adult

student within three (3) school days after the conclusion of the hearing.

A parent or adult student who does not agree with the Executive Committee's decision may appeal to the Board of Trustees as provided below. However, if the Executive Committee modified the expulsion by placing the student at CMLC, the Executive Committee's decision is final and may not be appealed.

Board of Trustees

Request for the Board of Trustees to review a decision by the Executive Committee to uphold the expulsion of a student shall be made in writing to the superintendent's office within three (3) school days after receipt of the written decision. Untimely appeals will not be considered unless the District has agreed in writing to extend the appeal timeline. The superintendent or his designee shall provide the parent written notice of the date, time, and place of the appeal/hearing within five (5) school days of the receipt of the appeal request. Before the hearing, the superintendent or designee will notify the parent and student and the Administrator's representative of the appeal/hearing guidelines.

At the hearing, the Board shall review the record of the expulsion hearing in a closed meeting unless the parent or adult student requests in writing that the matter be heard in an open meeting. The Board also may hear statements from the student and/or parent(s) (or their representatives) and from the Administration's representative(s). Witnesses shall not be called.

The Board shall base its decision on evidence reflected in the records and any statements made by the parties at the review. The Board may make and communicate its decision orally at the conclusion of the presentation. If the decision is to uphold the expulsion, the Board shall direct the superintendent to issue the expulsion order within three (3) school days after the conclusion of the hearing. The Board's decision is final.

When a one-year expulsion (as mandated by federal law) is ordered by the campus behavior coordinator/designee because the student was in possession of a firearm on campus or at a school-related activity, the parent/guardian may appeal the campus behavior coordinator/designee's decision directly to the Board, by-passing the administrative and executive levels of appeal. Prior to the board meeting, the parent/guardian shall meet informally with the superintendent or designee to discuss the situation and to attempt to informally resolve the dispute. If a hearing is still requested after the meeting, within five (5) school days the superintendent shall send a notice stating the time, place, and date of the board hearing.

Appeal of Placement and/or Expulsion for Certain Serious Offenses

Refer to appeal procedures related to placement or expulsion for certain serious offenses in that section the *Student Code of Conduct*.

Other Appeals

Specific District procedures have been put into place to address other student appeals such as:

- student rights and responsibilities, student and parent complaints;
- denial of credit for excessive absences;
- instructional materials selection and adoption;
- publications;

- intradistrict transfers;
- sexual harassment and sexual abuse;
- gifted and talented;
- special education;
- section 504; and
- religious practices.

For more information, please contact Student Services at 469-593-0373 or refer to Board Policies located on our website at www.risd.org.

PLACEMENT IN A JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)

Dallas County Juvenile Justice AEP (DCJJAEP)

The RISD Board of Trustees has entered into an agreement with the Dallas County Juvenile Board (DCJB) outlining the Juvenile Board's responsibilities concerning the establishment and operation of the DCJJAEP. (Details of this relationship are specified in agreements available for public inspection upon request to the Office of Records Management.)

Students may be placed in the DCJJAEP under the following conditions:

- Upon expulsion from RISD schools for Category III infractions under Chapter 37 of the *Texas Education Code* and as specified in RISD's *Student Code of Conduct*.
- As ordered by the juvenile court when the student is expelled from school pursuant to the provisions of the *Texas Education Code* § 37.007 and/or the RISD *Student Code of Conduct*, and the student is found to have engaged in delinquent conduct under Title 3 of the Texas Juvenile Justice Code.
- When the juvenile court orders such placement pursuant to its authority under the *Texas Juvenile Justice Code*.
- When the student is expelled for certain serious offenses described in the *Student Code of Conduct*.

Any student who has been expelled from school may be referred for placement in either the DCJJAEP or in the appropriate school district alternative educational program upon recommendation of the Dallas County Case Review Committee.

The Dallas County Case Review Committee may recommend to the DCJB, a juvenile court, or a school district that any student who has been expelled from school be placed in an RISD Disciplinary Alternative Education Program (DAEP) or the DCJJAEP.

Students who are expelled from school pursuant to *Texas Education Code* § 37.007 and are placed in the DCJJAEP by order of the juvenile court must remain in the program for the full period ordered by the juvenile court unless the student's school district agrees to accept the student before the date ordered by the juvenile court. The juvenile court may not order a period of placement in the DCJJAEP that exceeds the term of any probation ordered by the juvenile court. At the conclusion of the student's term of probation and any other requirement imposed by the juvenile court, and if the student meets the requirements for admission into the public schools established by law, the school district in which the student resides must readmit the student, but may assign such student to the school district DAEP.

GLOSSARY

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

Abuse (as to an inanimate object or substance) – improper or excessive use.

Aggravated Robbery (*See Texas Penal Code 29.03(a)*) – When a person commits robbery and:

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

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

Arson – A crime that involves:

1. starting a fire or causing an explosion with the intent to destroy or damage
 - a. any vegetation, fence, or structure on open space land; or
 - b. any building, habitation, or vehicle knowing that it:
 - i. is within the border of an incorporated city or town;
 - ii. is insured against damage or destruction;
 - iii. is subject to a mortgage or other security interest; or
 - iv. is located on or within property belonging to another; or
 - v. has located within it property belonging to another; or
 - c. any building, habitation, or vehicle when the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. recklessly starting a fire or explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
3. intentionally starting a fire or causing an explosion and in so doing recklessly:

- a. damages or destroys a building belonging to another; or

- b. causes another person to suffer bodily injury or death.

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

Battery - The act of battering or beating. Unlawfully beating or using force on a person.

Behavior - The way a person acts.

Blackmail - Obtaining money or other objects of value from an unwilling person or forcing a person to act, or refrain from acting, through the use of force, threat of force, or intimidation.

Boycott - Collective action to refuse to have any dealings with an item or event or activity.

Bullying - Engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

- has or will have the effect of physically harming the 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**
- is sufficiently severe, persistent, and pervasive enough that the conduct creates an intimidating, threatening, or abusive educational environment for the student.

Conduct is considered bullying if it:

- exploits an imbalance of power between the student perpetrator and the student victim through written verbal expression or physical conduct; **and**
- interferes with a student's education or substantially disrupts the operation of the school.

Note: Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

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

Class Disruption - Any behavior that violates the rules of a particular classroom and interferes with the teacher's opportunity to deliver instruction, present material or the other students' opportunity to concentrate on the material or their assignments.

Club - An instrument specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death. (*e.g.*, blackjack, mace, nightstick, and tomahawk)

Coercion - Forcing another person to act or think in a given way by pressure, threats, or intimidation.

Contract - An agreement between two or more people to do something or to refrain from certain conduct.

Copy (as to academic work) - To reproduce or otherwise use all or part of the work of another with intent to represent it as one's own.

Criminal Street Gang - Three or more persons having a common or identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying – Use of any electronic communication device to engage in bullying or intimidation.

Dating Violence – Occurs (i) when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person who is or was in the relationship; and (ii) when a person commits the acts described above against a person in a marriage or dating relationship with an individual who is or once was in a marriage or dating relationship with the person committing the offense. (*See Family Code § 71.0021*)

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

Defacing School Property - Destroying, damaging, or stealing school property, including buses, either during school hours, out-of-school hours, or during vacation time.

Deferred Adjudication or Deferred Prosecution - Alternatives to seeking a conviction in court that may be

offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

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

Discretionary - An act or decision that is left to or regulated by a local decisionmaker.

Disruption on School Bus/Private Bus - Disobedience or misbehavior on a school or private bus.

E-cigarette - An electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substance to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, e-pipe, or under another product name or description and a component, part, or accessory for the device, whether the component, part, or accessory is sold separately from the device.

Emergency Removal - Removal of a student from his or her regular classes or from school district premises for non-disciplinary health, safety, or welfare reasons for a period of three days or less.

Excused Absence -

- Legitimate days of personal illness. (The principal may require a physician's statement after a student is absent four (4) consecutive days of illness or at any other time when, in the principal's discretion, the student absences are excessive).
- Any other unusual cause for absence that is acceptable to the teacher, principal, or superintendent, including approved school-sponsored activities, including death in the student's immediate family and extreme family emergency.
- Other absences excused by law or District policy.

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

Extortion - The act or an instance of obtaining money or other object of value by coercive means, such as threats or intimidation.

False Alarms or Reports - When a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that the person knows is false or baseless and that would ordinarily (i) cause action by an official or volunteer agency organized to deal with emergencies; (ii) place a person in fear of imminent serious bodily injury; or (iii) prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm Silencer – Any device designed, made, or adapted to muffle the report of a firearm.

Firearm – Any device (including a starter gun) that is designed to, made, adapted to, or will 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 (*Texas Penal Code § 46.01(3)*). This term also includes the frame or receiver of a weapon described above, a firearm, muffler or weapon, and any other destructive device, such as any explosive, incendiary, or poison gas bomb or grenade.

Forgery/Forging - Imitating/copying an original piece of writing or other work with the intent to deceive.

Gambling - Betting money or any other item of value on the outcome of any event, game, or contest.

Graffiti - Markings with paint, indelible pen or marker, or an etching, or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawing, scribbling, or painting.

Harassment -

- Unwelcome conduct that meets the definition set out in policy DIA (Local) and FFH (Local).
- Unwelcome conduct that threatens to cause harm or bodily injury to another person, including a District student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student’s physical or emotional health or safety.

Hazing - An intentional or reckless act by one person or a group of persons that endangers the mental or physical health or safety of a student(s) or subjects the person(s) to indignity, humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame or disgrace carried on for the purpose of pledging, initiation into, affiliating with, holding office in, or maintaining membership in an organization or group.

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

Home-based Instruction - An unsupervised educational setting in which students are provided assignments to be completed at home.

Illegal Knife – Any knife with a blade over five and one-half inches; a hand instrument, designed to cut or stab another by being thrown; a dagger including without limitation a dirk, stiletto, and poniard; a bowie knife; a sword; a spear; a switchblade knife.

Immoral Conduct - Lewd, lascivious or indecent acts including indecent sexual propositions, indecent exposure, or obscene gestures.

Insubordination - Persisting in serious acts of disobedience, defying authority of school personnel, or unprovoked display of disrespect toward school personnel.

Intimidation - Actions or words intended to or having the effect of threatening or forcing a person to act or refrain from acting by inducing fear of harm or adverse consequences.

Knife - Any 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 and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Lewdness (public) - Defined by a listing of specific overt sexual acts in § 21.07 of the *Texas Penal Code*.

Loitering - Linger about the school premises in an aimless fashion with no authorized reason to be present.

Machine Gun – Any firearm that is capable of more than two shots automatically, without manually reloading, by a single function of the trigger.

Mandatory - Something that is obligatory, or required because of an authority.

Misbehavior - Behavior that is contrary to expectations stated in the *Student Code of Conduct*, local school policies, or administrative directives, or behavior that prevents the teacher from carrying out the teaching process, or interferes with student learning.

Obscene Material - Material that is offensive to the acceptable standards of the majority in a community.

Offense - An act of misbehavior that is stated in the *Student Code of Conduct* or local school rules or which may be implied from the examples in the code.

Offensive Language - Oral statements that are outside the standards of acceptable language of the majority of persons in the community.

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

Parents - Includes biological or adoptive parent or parents, legal guardian, or person in lawful control of the student.

Penalty - A consequence for failure to comply with the *Student Code of Conduct* or local school rule.

Persistent Misbehavior - Three or more documented violations of the *Student Code of Conduct* (even if not listed below) and includes but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement;
- Behavior identified by the District as grounds for discretionary DAEP placement;
- Actions or demonstrations that substantially or materially disrupt or interfere with school activities;
- Refusal to attempt or complete school work as assigned;
- Insubordination;
- Profanity, vulgar language, or obscene gestures;
- Leaving school grounds without permission;
- Falsification of records, passes, or other school related documents; or
- Refusal to accept discipline assigned by a teacher, principal, or campus behavior coordinator.

Possession - To have an item in or on one's personal being or property, including without limitation: clothing, purse, backpack, any private vehicle, motorcycle or bicycle, used for transportation to or from school or school-related events, telecommunication or electronic devices, or other property used by the student such as a desk, locker, or cubby-hole.

Prohibited Weapon – An explosive weapon, machine gun, short-barrel firearm, firearm silencer, knuckles, armor-piercing ammunition, chemical dispensing device, zip gun, or a tire deflation device (*Texas Penal Code* § 46.05).

Public School Fraternity, Sorority, Secret Society, or Gang – An organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in a school based on

a decision of its membership rather than on free choice of a qualified student. Educational organizations described in § 37.121(d) of the *Texas Education Code* are excepted from this definition.

Reasonable Belief – A determination by the superintendent or designee using all available information, including any information furnished under Article 15.27 of the *Code of Criminal Procedure*.

Reckless Speech - Making verbal or written statements that communicate or describe a plan, scheme, or threat to violate any law; commit an act of violence to any person; disrupt or disturb a school, class, or school-related activity; or damage or destroy any school building or property, regardless of the speaker's intent to carry out such plan, scheme, or threat.

Restitution - Making payment of money or other allowance designed to make good or restore objects that have been lost, stolen or damaged, or to return property to its former condition, or reimbursing the owner for the cost of repairing or replacing damaged or stolen property.

School Property - Any property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school-sponsored activity, such as a field trip or extracurricular activity.

Self-Defense - The use of force against another to the degree a person reasonably believes the force is immediately necessary to protect him or herself from violence or harm.

Serious Misbehavior – Behavior that occurs while a student is assigned to DAEP and may result in expulsion includes, but shall not be limited to, the following conduct:

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

Sexting – Intentionally or knowingly (i) sending or otherwise transmitting by electronic means, visual material depicting any person, including the actor,

engaging in sexual conduct or depicting the breast, genitals, or anus of any person or otherwise depicting lewd or sexually graphic acts; or (ii) possessing in electronic format visual material depicting another person engaging in sexual conduct or any other lewd or sexually graphic act, or depicting the breasts, genitals, or anus of another person.

Sexual Harassment - Engaging in unwelcome conduct of a sexual nature to another person that is severe, or pervasive and interferes with the student's participation in or benefit for the educational environment (refer also to definition of harassment).

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 an altered shotgun that, as altered, has an overall length of less than 21 inches.

Stealing - Acquiring property or services by theft.

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

Terroristic Threat - A threat of violence to any person or property that the issuer knows, reasonably should know or intends to (i) cause a reaction of any type by an official or volunteer agency organized to deal with emergencies; (ii) place any person in fear of imminent serious bodily injury; (iii) prevent or interrupt the occupation a building, room, place of assembly or place to which the public has access, place of employment, aircraft, vehicle, or other form of conveyance, or other public place; (iv) cause impairment or interruption of public communication, public transportation, public water, gas or power supply or other public service (v) place the public or substantial group of the public in fear of serious bodily injury; or (vi) influence that conduct or activity of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

Theft - Unauthorized taking of the property of another without the consent of the owner with the intent of depriving the owner of the property.

Tire Deflation Device (*See Texas Penal Code § 46.01*) – A device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 Offenses – Offenses that involve serious crimes against a person and include murder; kidnapping; trafficking of persons; smuggling or continuous smuggling of persons; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; voyeurism; injury to a child, elderly person, or a disabled person; abandoning or endangering a child; indecency with a child; invasive visual recording; disclosure or promotion of intimate visual material; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

Trespassing - Entering or remaining on or in school property without permission or right.

Unexcused Absences - Absences for reasons other than those authorized by law or District policy, personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to teacher, principal or superintendent of the school in which the student is enrolled.

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

Vandalism - Willful action which results in destruction, damage, or defacement of property belonging to or rented by the District.

Use (Substance) - Voluntarily introducing into one's body, by any means, a prohibited substance.

Use (Object) - To bring into action or service or apply to a given purpose.

Violation - Failure to comply with or observe the correct forms of behavior as stated in the *Student Code of Conduct* or school rules.

Walk-outs - Abrupt departure of organized group of students from class, assembly, or campus without permission.

Weapons - Instruments used to cause bodily harm or destruction of property. Weapons are identified in two categories:

- Articles commonly used or designed to inflict bodily harm and/or intimidate. Examples are firearms, "knuckles," switchblades, knives, chains and clubs.
- Articles designed for other purposes, but which could easily be used to inflict bodily harm and/or to

intimidate. Examples are belt, comb, pencil, file, compass or metal hair rake. "Look alike" weapons will be treated as weapons when used to threaten or cause bodily harm, or destruction of property.

Zip Gun - A device or combination of devices, not originally a firearm, but adapted to expel a projectile through a barrel by using the energy generated by a burning substance.

Appendices

Appendix A

OPTIONS AND REQUIREMENTS

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within the time prescribed by law once the District receives the written consent for testing. 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*. Additional information regarding the IDEA is available from the District in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

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

Texas Project First (<http://www.texasprojectfirst.org>)

Partners Resource Network (<http://www.partnerstx.org>)

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

**Contact Person: Executive Director
Special Student Services**

Phone Number: 469-593-7500

Appendix B

RISD DISTRICT-WIDE JUNIOR HIGH SCHOOL GUIDELINES FOR EXTRACURRICULAR STUDENTS: ALCOHOL & ILLEGAL DRUGS

(Revised August 2012)

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular Students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive, and on weekends and during school holidays. Refer also to Board policy FO(Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

Leadership Position – A position or office an Extracurricular Student holds in an organization or group either by election or appointment. Such positions may include without limitation: captain, officer, squad leader, drum major, section chair.

Parent – A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.

Period of removal – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

Prescription Drugs – A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.

Possession – To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle, or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.

Use (Alcohol/Substance) – Voluntarily introducing into one's body, by any means, a prohibited substance. For example, and without limitation, consuming or ingesting alcohol in any manner is "use" of alcohol; smoking or ingesting marijuana, an unlawful derivative or look-alike of marijuana, or other illegal substances is "use" of marijuana or other illegal substance.

Extracurricular Activities – School-sponsored activities including but not limited to Dance & Drill Teams, Bell Guards, Cheerleaders, Spirit Groups, Sports, Fine Arts, Clubs, UIL governed Activities, Mock Trial, AC DEC, and other school-sponsored student activities unique to a campus.

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An Extracurricular Student violates the Prohibition if he or she:

uses, possesses, sells, or furnishes alcohol or illegal substances to another;

receives an MIP (Minor in Possession), MIC (Consumption of Alcohol by a Minor), DWI (Driving While Intoxicated), DUI (Driving Under the Influence of an illegal substance), or other citation for the illegal use or possession of alcohol/drugs, or furnishing alcohol/drugs to another in a non-school setting;

is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);

receives any citation for, or is arrested for, illegal alcohol/drug activity or substance on or off school property;

performs or participates in an extracurricular activity while under the influence of alcohol or other drugs; or

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parents a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parents in writing of the start date and reasons for any consequences imposed.

Where a student self-reports a violation of these guidelines that does not result in the issuance of a citation

or other penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for the first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

CONSEQUENCES

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

First Offense: Probationary Removal

Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (*See below)

The 20 school days or UIL Competition dates removal period starts at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date.

During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol/drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent

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must complete the educational program before the student will be reinstated after the removal period.

If the leadership position from which the student is removed is connected with a credit-bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.

Students must participate in practices for the extracurricular activities while on probation.

Students may not wear or display identifying team or activity uniforms, attire, or accessories.

*If a competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.

“UIL Competition Date” means a day on which the individual or group actually competes or performs in a UIL or non-UIL sponsored activity when the school is represented.

If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the student's 7-8 junior high school career.

Second Offense or Subsequent Offenses: Removal

A second offense, or subsequent offenses, will result in removal from (i) all extracurricular activities; and (ii) all leadership positions for the remainder of the school year.

If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year at the current school or continue at the high school setting.

When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.

The student will be removed from all extracurricular activities for the entire up-coming school year.

Students may not wear or display identifying team or activity uniforms, attire, or accessories.

Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.

At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense, if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

Appendix C

RISD DISTRICT-WIDE HIGH SCHOOL GUIDELINES FOR EXTRACURRICULAR STUDENTS: ALCOHOL & ILLEGAL DRUGS

(Revised August 2012)

RISD expects that all students, including students who participate in any Extracurricular Activities (Extracurricular Students) will conduct themselves at all times in an exemplary manner that brings honor to the District, their school, and themselves. Participation in extracurricular activities is a privilege and is conditioned on the student's compliance with all rules and regulations of the activity and District policies and guidelines, including these guidelines. The use, possession, sale, or furnishing to others of alcohol or drugs of any kind is strictly prohibited (the Prohibition). Any student who violates the Prohibition is not in compliance with the rules of participation and will be subject to disciplinary measures, which could result in removal from the extracurricular activities in which the student participates.

These guidelines and statement of consequences apply to all extracurricular activities sponsored by the Richardson Independent School District and to all Extracurricular Students. The purpose of these guidelines is to deter and eliminate any use, possession, sale, or the furnishing to others of alcohol or other drugs, help students avoid drug and alcohol use, establish consistency in consequences across all activities for students who do not comply with the Prohibition, promote a high quality educational experience in all activities and assist RISD in maintaining order and a safe learning environment, and to promote a high level of civic and individual responsibility among students.

Extracurricular Students are subject to these guidelines at all times throughout the twelve-month calendar year, whether the extracurricular activity is "in season" or inactive, and on weekends and during school holidays. Refer also to Board policy FO(Local). Students transitioning from eighth to ninth grade who, during the summer, engage in conduct that violates the Prohibition will be subject to the High School Guidelines.

To ensure consistency among activities, these guidelines shall be used by all extracurricular groups. However, nothing in these guidelines prohibits an extracurricular activity sponsor from developing activity guidelines and rules to address topics other than alcohol or illegal drug activities.

The following definitions will apply to these guidelines:

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Parent – A student's biological or adoptive parent or parents, legal guardian, or other person in lawful control of the student.

Period of removal – Period of time during which an Extracurricular Student is excluded from any participation in an extracurricular activity due to violation of the Prohibition. During a period of removal, an Extracurricular Student may not wear his/her uniform, travel with the team or organization, or otherwise act as a representative of the team or organization.

Prescription Drugs – A drug authorized by a licensed physician specifically for that student. A student who uses a prescription drug in a manner prescribed by the student's physician and who has followed school policies in such use shall not be considered to have violated this policy.

Possession – To have an item in or on one's personal being or property, including without limitation, clothing, purse, backpack, private vehicle, motorcycle or bicycle used for transportation to or from school or school-related events, telecommunication or electronic device, or other property used by the student such as a desk, locker, or cubby-hole.

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is observed by a faculty or staff member using, possessing, or furnishing to another student any drugs, including alcohol, on or off school property (observation via internet site, video, still picture, or other media will be considered);

receives any citation for, or is arrested for, illegal alcohol/drug activity or substance on or off school property; or

performs or participates in an extracurricular activity while under the influence of alcohol or other drugs.

An Extracurricular Student who receives an MIP, MIC, DUI, DWI, or other alcohol/drug citation shall promptly notify the activity sponsor. An Extracurricular Student who fails to do so may be subject to further disciplinary action once the activity sponsor or administrator learns of the offense.

Process: When an activity sponsor or campus administrator learns that an Extracurricular Student has violated the Prohibition, the sponsor or administrator will attempt to gather as much information as is available about the suspected violation and shall immediately communicate with the student and his/her parents to review the information. The sponsor or administrator will take reasonable steps to ensure the student and his/her parents are notified of the suspected violation of the Prohibition and to offer the student and his/her parents a meeting with the administrator and/or sponsor and give them an opportunity to provide information about the student's suspected actions. Parents and/or students who refuse to promptly meet with the sponsor or administrator forfeit their opportunity for a conference. The administrator or sponsor will determine the start date for the consequence and will notify the student and his/her parent in writing of the start date and reasons for any consequences imposed.

When a student self-reports a violation of these guidelines that does not result in the issuance of a citation or other

penalty from law enforcement before the District otherwise learns of the student's actions, the District may, in its sole discretion, consider the student's self-report as a mitigating factor to support a reduced probationary period for a first offense.

A student or parent who is not satisfied with the outcome of the conference or the principal's decision may appeal the decision through the District's Student and Parent Complaint Policy (FNG (Local)), but the consequence will not be delayed during any appeal. Copies of the policy are available on the District's website or may be obtained from the school.

CONSEQUENCES

All Extracurricular Students are expected to comply with these guidelines. An Extracurricular Student who does not do so is subject to disciplinary action. While some offenses may be so severe that they will result in immediate removal from the extracurricular activity and/or Disciplinary Alternative Education Program (DAEP) placement, where appropriate, the District will consider allowing a student who violates the Prohibition to serve a last chance probationary period if the violation is the first instance in which the student has failed to comply with these guidelines.

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Except where the severity or circumstance of a student's offense is so severe that immediate removal to DAEP or expulsion is required, a student's first violation of the Prohibition will result in the Extracurricular Student's (i) removal for the remainder of the school year from all leadership positions he or she holds, including any such positions that the student might seek or be appointed to later in the school year; and (ii) except where the first violation also results in DAEP placement or expulsion, removal from all extracurricular activities for 20 school days or UIL Competition dates. (*See below)

The 20 school days or UIL Competition dates removal period start at the parent/student/principal conference. If the parent/student forfeits the conference, the principal will determine the start date.

During the 20-day removal period, the student and the parent must attend and successfully complete the RISD alcohol/drug educational program. Students may be required to have follow-up sessions with the Intervention Specialist on campus. The student is responsible for all fees associated with the program. A student and parent

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must complete the educational program before the student will be reinstated after the removal period.

If the leadership position from which the student is removed is connected with a credit-bearing class, the student may continue to remain enrolled in the class and the sponsor will determine appropriate activities for the student.

Students must participate in practices for the extracurricular activities while on probation.

Students may not wear or display identifying team or activity uniforms, attire, or accessories.

*If a competition or performance is scheduled during the summer or on a school holiday (excluding weekends), any days on which the student's team or group actually competes or performs will be counted toward completion of the 20-day probation period.

“UIL Competition Date” means a day on which the individual or group actually competes or performs in a UIL or non-UIL sponsored activity when the school is represented.

If the conduct results in the student's placement in a DAEP, the period of removal will be for the duration of the DAEP placement.

An Extracurricular Student can receive only **one** probation period for violating the Prohibition during the student's high school career.

Second Offense or Subsequent Offenses: Removal

A second offense or subsequent offenses will result in removal from (i) all extracurricular activities; and (ii) all leadership positions for the remainder of the school year.

If the infraction occurs and/or is discovered 60 or less days prior to the end of the school year, the student will be removed from all extracurricular activities and leadership positions for at least 60 school days or UIL Competition dates. The removal days may extend into the next school year.

When a second or subsequent infraction occurs after the end of the school year, the consequence will go into effect at the conference with the principal and parent/legal guardian, unless the conference has been forfeited and the principal will determine the start date.

The student will be removed from all extracurricular activities for the entire up-coming school year.

Students may not wear or display identifying team or activity uniforms, attire, or accessories.

Students may not travel with the team or organization, or otherwise act as a representative of the team or organization.

At the beginning of a new school year, an Extracurricular Student is eligible to participate in extracurricular activities and to pursue future leadership positions after a second offense if the student has “sat out” of all extracurricular activities for no less than 60 school days or UIL Competition days and has otherwise complied with all conditions of his/her removal for the second offense.

Appendix D

2016-2017 EXTRACURRICULAR ACTIVITY ACKNOWLEDGEMENT AND AGREEMENT FORM

Student Statement:

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I agree to comply with all rules and regulations in these guidelines and any additional rules adopted by my school as a condition of participation as a member of an extracurricular activity. I understand that my failure to comply with these guidelines may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Student

Student Signature

Date Signed

Parent/Legal Guardian Statement (for students under 18 years of age):

My signature below certifies that I have read and understand the RISD District-Wide Guidelines for Extracurricular Students: Alcohol & Illegal Drugs. I understand that my student must comply with all rules and regulations written in these guidelines and any additional rules adopted by my student's school as a condition of participation in an extracurricular activity. I understand that his or her failure to comply may result in disciplinary action, including dismissal from all extracurricular activities.

Printed Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date Signed

Appendix E

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) **NOTICE OF PARENT AND STUDENT RIGHTS**

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Richardson Independent School District (RISD or the District) receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal or other 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the RISD to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
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

The information below describes the disclosures of student records that RISD may make without consent:

FERPA permits disclosure without consent 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

In addition, upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Appendix E

FERPA also permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. RISD may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This category includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- Information the school has designated as "directory information" under § 99.37.



APPENDIX F

Responsible Use Guidelines and Agreement for Technology Resources Richardson Independent School District 2016-2017

Technology Mission Statement

The Richardson Independent School District (RISD or the District), in partnership with the greater community, will, through the use of information and communication technologies, engage, nurture, and challenge all learners to achieve academic and future excellence.

Purpose

The Responsible Use Guidelines support the District's technology mission statement and vision, promote a strong sense of digital citizenship, and help ensure effective, safe, productive, and instructionally sound use of the technology resources.

Application of Guidelines

The District's technology resources include (without limitation) Internet and wireless connectivity, network devices, telecommunication devices, and software. These guidelines apply to all users of RISD's computer networks, including the resources made available by them, and all devices connected to those networks. No user may harm others through their access and use of district technology resources, including BYOD technology.

General Expectations

- The purpose of an RISD user account is to allow the user to engage in connected learning and shared opportunities via facilitated access to the RISD network.
- RISD user accounts are owned by the District. Data in any account that constitutes public information may be subject to disclosure pursuant to the Texas Public Information Act.
- RISD may retrieve all digital files associated with any user account any time without prior notice and without the permission of any user. RISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the RISD computer network to maintain system integrity as well as to ensure responsible use. See Board Policy CQ.
- Student privacy controls that control the disclosure of information that could identify a student are necessary to ensure compliance with the *Family Educational Rights and Privacy Act (FERPA)* and state law. Parents/guardians provide the appropriate RISD permissions concerning disclosure of student directory information via the enrollment card. These permissions must be followed with no exceptions.
- RISD has put in place a *Children's Internet Protection Act (CIPA)*-compliant, content filtering solution to prevent access to certain sites that may contain material that is inappropriate or of non-educational value, including gaming sites. RISD is not responsible for content accessed by users who connect to the Internet via their own mobile WiFi-type service or personal data plan (smartphones, air-cards, etc.). Visit <https://goo.gl/6ISQbV> for the complete Federal Communications Commission of the CIPA rule.
- The *Children's Online Privacy Protection Act (COPPA)* should be followed when using any district technology resource. Visit <https://goo.gl/v9EQrq> for the complete Federal Trade Commission's COPPA rule.
- Student web publishing may occur only under the direct supervision of a classroom teacher or school administrator and shall follow all guidelines established in Board Policy CQ. Supervising teachers and administrators are responsible for all material students post to a District or school sponsored website.
- All data and information contained in the RISD technology resource systems remain the property of Richardson Independent School District.
- Electronic mail transmissions and other use of RISD technology resource systems including Internet access and data storage shall not be considered a user's personal information or property and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

Digital Citizenship

Users of RISD technology resources should practice appropriate digital citizenship. All information transmitted digitally is public and permanent. Appropriate digital citizenship includes, without limitation:

Respecting Yourself. When applicable, select online names that are appropriate. Use appropriate language/content in all online posts, as users continuously represent RISD whenever and wherever they use online communications.

Protecting Yourself. Users will not publish personally identifiable information or data for themselves or anyone else. Users are the custodians of their accounts and are responsible for all activity initiated by and/or performed under their accounts. It is the responsibility of each user to appropriately secure account credentials (user IDs/passwords) and to maintain and back up all of their data. If a user is uncertain whether a specific computer activity is permitted or appropriate, he/she should ask a teacher/administrator before engaging in the activity.

Respecting Others. Users will not use technology resources to bully, harass or tease other people. Users will not make an audio or video recording of any student, teacher, or administrator without prior permission from the subject. No user will pose as someone else, or pose as a user other than him or herself when online. Users will not access, download, or modify accounts, files, or data belonging to others.

Protecting Others. Users will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology. Users will respect the privacy of others throughout the RISD network and on the Internet and not share or access Users' folders, files, or data without authorization.

Respecting and Protecting Intellectual Property. Users will adequately cite any and all websites, books, media, etc. used in creating homework or other school projects. Users will respect all copyrights, requesting permission for the use of software, media, and the intellectual property of others.

Google Apps for Education (GAFE)

RISD offers Google Apps for Education and all the tools it provides, including district-wide emails for students in grades 2-12. A parent/guardian signature on the annual Acknowledgment for the *Student and Parent Guidebook and Student Code of Conduct* serves as the parent's consent for his/her student(s) to have access to these services under school district supervision.

Bring Your Own Device (BYOD)

RISD permits students, teachers, and staff to bring their own device for use during the school day. BYOD users should use the RISDBYOD network for internet access. A parent/guardian signature on the annual Acknowledgment for the *Student and Parent Guidebook and Student Code of Conduct* serves as the parent's consent for his/her student(s) to bring their own personal device to school and that the parent/student assumes personal liability for the use, care, and technical support of the device. For a list of FAQs about the District's BYOD policy, visit the District's website.

District Account Management

Students and staff may be required to have accounts in third party systems (SchoolWires, GAFE, Scholastic, Discovery Education, etc.) managed by RISD. These RISD accounts will be used at school for instructional purposes, but also may be accessed outside of school. These tools are deemed relevant to achieving the District's vision, mission, and goals set forth within the curriculum and instructional objectives. In addition, the use of these accounts will help users master effective and proper online skills as required in the Technology Application Standards. The third parties may collect information that is subject to the Children's Online Privacy Protection Act (COPPA). A parent's signature on the Acknowledgment authorizes the District to provide consent to those third parties under COPPA. Information provided to third parties for such accounts will be limited to a student's name, district provided email address and birthdate (if required).

Single Sign On (SSO)

RISD maintains a Single Sign-On (SSO) solution to better serve the district's digital sign-on needs. The SSO portal consists of easy to use links to district sites and affiliated programs, tailored for each individual. Authentication to these sites is bypassed in the single sign-on environment. This allows both teachers and students to have faster access to common district tools without the need for multiple passwords.

- Students K through 12 will have access to the SSO portal using their Google credentials. (K - 2 will have Google credentials to use SSO but will not retain access to any of the Google Apps, including Gmail, drive, etc. associated with district Google accounts.
- Staff will access SSO using their current Active Directory domains accounts.
- Staff access to SSO will require two-factor authentication to insure security and privacy of data.

Electronic Media Guidelines for Communication with Students

In accordance with the administrative regulations, a certified or licensed employee may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. Social media usage must be responsible and follow the terms of use, including age, of the individual social media tool.

As role models for the District's students, staff and faculty are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public content. See Board Policy CQ.

Inappropriate Behavior*

The following actions are not permitted and could result in the consequences outlined in the Student Code of Conduct.

- Users may not attempt to disable or bypass the RISD content filter, including the use of wireless internet cards or personal hotspots.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not launch denial of services attacks using personal or work technology, hack or engage in behavior that attacks the network or internet access.
- Users may not illegally access or manipulate the information of a private database/system such as grade books and other student information systems.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. The District's policies against harassment, bullying, and discrimination for students and employees apply to the use of technology. See Board Policy CQ; see *also* Board Policy DIA, FB, FFH, and FFI.
- Users may not use their accounts for non-school related activities including but not limited to:
 - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations.
 - Using District technology resources for political advertising, or religious proselytizing.
 - Using RISD email or District-provided/managed services for personal gain, to engage in actions deemed inappropriate to others subject to District policy.

*In addition to the behavior described above, the Assistant Superintendent of Technology, Campus Administrator, or Coordinating Director of Network Services is responsible for determining what is considered to be inappropriate use of the RISD computer network. They may request to disable a user's account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the employee's supervisor and Human Resources.

Acknowledgment and Agreement

I have read and will abide by these Responsible Use Guidelines. I understand that if I fail to comply with these Guidelines, I will be subject to appropriate disciplinary consequences which could include suspension of my user account(s) and network access as well as other disciplinary/legal action including but not limited to: discharge from employment, criminal prosecution and/or penalty under appropriate state and federal laws. My signature

on the Acknowledgment in the *Employee Handbook* or *Student and Parent Guidebook and Student Code of Conduct* as appropriate, confirms my receipt of these Guidelines and my agreement to follow them as a condition of access to District Technology Resources.

Appendix G

Important Addresses and Telephone Numbers

RISD Administration Building

(469) 593-0000
400 South Greenville Avenue
Richardson 75081
<http://www.risd.org>

Senior High Schools

BERKNER (469) 593-7000
1600 E. Spring Valley Rd. FAX (469) 593-7085
Richardson 75081

LAKE HIGHLANDS..... (469) 593-1000
9449 Church Rd. FAX (469) 593-1030
Dallas 75238 HOTLINE (469) 593-1001

LAKE HIGHLANDS..... (469) 593-1300
FRESHMAN CENTER FAX (469) 593-1327
10200 White Rock Trail
Dallas 75238

J. J. PEARCE..... (469) 593-5000
1600 N. Coit Rd. FAX (469) 593-5169
Richardson 75080

RICHARDSON* (469) 593-3000
1250 E. Belt Line Rd. FAX (469) 593-3010
Richardson 75080

Junior High Schools

APOLLO (469) 593-7900
1600 Apollo Rd. FAX (469) 593-7911
Richardson 75081

FOREST MEADOW..... (469) 593-1500
9373 Whitehurst Dr. FAX (469) 593-1461
Dallas 75243

LAKE HIGHLANDS..... (469) 593-1600
10301 Walnut Hill Ln. FAX (469) 593-1606
Dallas 75238

LIBERTY (469) 593-7888
10330 Lawler Rd. FAX (469) 593-7764
Dallas 75243

PARKHILL..... (469) 593-5600
16500 Shadybank Dr. FAX (469) 593-5500
Dallas 75248

RICHARDSON NORTH..... (469) 593-5400
1820 N. Floyd Rd. FAX (469) 593-5434
Richardson 75080

RICHARDSON WEST*..... (469) 593-3700
1309 Holly Dr. FAX (469) 593-3666
Richardson 75080

WESTWOOD*..... (469) 593-3600
7630 Arapaho Rd. FAX (469) 593-3508
Dallas 75248

* *Magnet Schools*

Appendix G

Elementary Schools

AIKIN..... (469) 593-1820
12300 Pleasant Valley Dr. FAX (469) 593-1763
Dallas 75243

ARAPAHO* (469) 593-6400
CLASSICAL MAGNET FAX (469) 593-6448
1300 Cypress Dr.
Richardson 75080

AUDELIA CREEK..... (469) 593-2900
12600 Audelia Rd. FAX (469) 593-2901
Dallas 75243

BIG SPRINGS (469) 593-8100
3301 W. Campbell Rd. FAX (469) 593-8114
Garland 75044

BOWIE..... (469) 593-6000
7643 La Manga Dr. FAX (469) 593-6066
Dallas 75248

BRENTFIELD PRIMARY (469) 593-5730
BRENTFIELD INTERMEDIATE (469) 593-5740
6767 Brentfield Dr. Interm. FAX (469) 593-5710
Dallas 75248

CANYON CREEK (469) 593-6500
2100 Copper Ridge Dr. FAX (469) 593-6511
Richardson 75080

CAROLYN G. BUKHAIR..... (469) 593-4900
13900 Maham Rd. FAX (469) 593-4901
Dallas 75240

DARTMOUTH (469) 593-8400
417 Dartmouth Ln. FAX (469) 593-8408
Richardson 75081

DOBIE PRIMARY (469) 593-4100
14040 Rolling Hills Ln. FAX (469) 593-4011
Dallas 75240

DOVER (469) 593-4200
700 Dover Dr. FAX (469) 593-4201
Richardson 75080

FOREST LANE ACADEMY..... (469) 593-1850
9663 Forest Lane FAX (469) 593-1919
Dallas 75243

FORESTRIDGE (469) 593-8500
10330 Bunchberry Dr. FAX (469) 593-8502
Dallas 75243

GREENWOOD HILLS..... (469) 593-6100
1313 West Shore Dr. FAX (469) 593-6111
Richardson 75080

HAMILTON PARK* (469) 593-3900
PACESETTER FAX (469) 593-3950
8301 Towns St.
Dallas 75243

JESS HARBEN (469) 593-8800
600 S. Glenville Dr. FAX (469) 593-8801
Richardson 75081

LAKE HIGHLANDS..... (469) 593-2100
9501 Ferndale Rd. FAX (469) 593-2088
Dallas 75238

MARK TWAIN..... (469) 593-4800
1200 Larkspur Dr. FAX (469) 593-4799
Richardson 75081

MATH/SCIENCE/..... (469) 593-7300
TECHNOLOGY* FAX (469) 593-7301
450 Abrams
Richardson 75081

MERRIMAN PARK..... (469) 593-2800
7101 Winedale Dr. FAX (469) 593-2751
Dallas 75231

MOHAWK (469) 593-6600
1500 Mimosa Dr. FAX (469) 593-6610
Richardson 75080

MOSS HAVEN..... (469) 593-2200
9202 Moss Farm Ln. FAX (469) 593-2158
Dallas 75243

NORTHLAKE (469) 593-2300
10059 Ravensway Dr. FAX (469) 593-2309
Dallas 75238

NORTHRICH (469) 593-6200
1301 Custer Rd. FAX (469) 593-6201
Richardson 75080

NORTHWOOD HILLS..... (469) 593-4300
14532 Meandering Way FAX (469) 593-4301
Dallas 75254

O. HENRY..... (469) 593-8200
4100 Tynes Dr. FAX (469) 593-8221
Garland 75042

* *Magnet Schools*

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PRAIRIE CREEK..... (469) 593-6300
2120 E. Prairie Creek Dr. FAX (469) 593-6308
Richardson 75080

PRESTONWOOD..... (469) 593-6700
6525 La Cosa Dr. FAX (469) 593-6712
Dallas 75248

RICHARDSON HEIGHTS..... (469) 593-4400
101 N. Floyd Rd. FAX (469) 593-4401
Richardson 75080

RICHARDSON TERRACE..... (469) 593-8700
300 N. Dorothy Dr. FAX (469) 593-8780
Richardson 75081

RICHLAND..... (469) 593-4650
550 Park Bend FAX (469) 593-4654
Richardson 75081

RISD ACADEMY..... (469) 593-3300
13630 Coit Rd. FAX (469) 593-3307
Dallas 75240

SKYVIEW..... (469) 593-2400
9229 Meadowknoll Dr. FAX (469) 593-2423
Dallas 75243

SPRING CREEK..... (469) 593-4500
7667 Roundrock Rd. FAX (469) 593-4501
Dallas 75248

SPRING VALLEY..... (469) 593-4600
13535 Spring Grove Ave. FAX (469) 593-4609
Dallas 75240

SPRINGRIDGE..... (469) 593-8600
1801 E. Spring Valley Rd. FAX (469) 593-8603
Richardson 75081

STULTS ROAD..... (469) 593-2500
8700 Stults Rd. FAX (469) 593-2521
Dallas 75243

THURGOOD MARSHALL..... (469) 593-6800
7666 Ferris Branch Blvd. FAX (469) 593-6801
Dallas 75243

WALLACE..... (469) 593-2600
9921 Kirkhaven Dr. FAX (469) 593-2610
Dallas 75238

WHITE ROCK..... (469) 593-2700
9229 Chiswell Rd. FAX (469) 593-2706
Dallas 75238

YALE..... (469) 593-8300
1900 E. Collins Blvd. FAX (469) 593-8362
Richardson 75081

Magnet Schools

ARTS, LAW and SCIENCES..... (469) 593-3038
HIGH SCHOOL FAX (469) 593-3010
(housed at RHS)
1250 W. Belt Line Rd.
Richardson 75080

ARAPAHO CLASSICAL..... (469) 593-6400
MAGNET FAX (469) 593-6448
1300 Cypress Dr.
Richardson 75080

HAMILTON PARK..... (469) 593-3900
PACESETTER FAX (469) 593-3950
8301 Towns St.
Dallas 75243

LEADERSHIP CENTER..... (469) 593-3600
WESTWOOD JR. HIGH FAX (469) 593-3508
7630 Arapaho Rd.
Dallas 75248

MATH/SCIENCE/..... (469) 593-7300
TECHNOLOGY FAX (469) 593-7301
450 Abrams Rd.
Richardson 75081

TECHNOLOGY MAGNET..... (469) 593-3700
WEST JR. HIGH FAX (469) 593-3666
1309 Holly Dr.
Richardson 75080

Alternative Education Program

CHRISTA McAULIFFE LEARNING CENTER..... (469) 593-5800
900 S. Greenville Ave. FAX (469) 593-5805
Richardson 75081

* *Magnet Schools*

Appendix H

INTRADISTRICT TRANSFER GUIDELINES

Neighborhood School Concept

The Richardson Independent School District (RISD) is committed to the neighborhood school concept. Where a student resides determines the schools he or she will attend. The District maintains a comprehensive student assignment plan that is designed to support the neighborhood schools concept, promote balanced enrollment and efficient use of facilities, and comply with legal requirements. Any student, kindergarten through twelfth grade, who wishes to attend an RISD school outside of his/her neighborhood attendance area (the "home school") must complete an *Intradistrict Transfer Request* and obtain District approval to change schools.

Separate processes exist for assignments to magnet schools and centers of interest and for transfers pursuant to special provisions of the *Texas Education Code* or federal law (e.g., school safety choice transfer, victim of sexual assault transfer, bullying victim transfer, low-performing school transfer, and/or disabled student sibling transfer).

Procedures for Intradistrict Transfer Request

Transfer request forms are available in the front office of each school or on the District website at <http://www.risd.org> under the "Frequently Used Documents" tab. Parents desiring an intradistrict transfer must complete the request form and submit it to their home school for processing. Incomplete forms will be returned for completion. Transfer requests must be approved by the principals of the home and receiving schools and the superintendent's designee before a student may change schools. A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior, and that the parent, cooperate with the receiving school.

The superintendent's designee(s) will attempt to make a decision on a transfer request within 60 days after a completed request is received. However, the District may delay a decision when the District determines a delay is necessary to properly consider relevant information and operational needs. The receiving school principal will notify the parent of approved requests. The home school principal will notify the parent of a denied request.

Timelines

Transfers are effective for the beginning of a semester. A request to transfer made after the beginning of a semester will not be considered for that semester except under extenuating circumstances. Requests must be filed by the following deadlines:

Elementary - Transfer requests for the fall semester will be accepted between April 1 and August 15 of each school year. Transfer requests for the spring semester will be accepted between October 1 and December 15 of each school year.

Secondary - Transfer requests for the fall semester will be accepted between January 1 and March 1 of each school year. Transfer requests for the spring semester will be accepted between October 1 and December 15 of each school year.

Considerations of Transfer Request

In evaluating each transfer request, RISD will consider:

- individual needs of the student and reason provided on the transfer request;
- student's behavior and attendance history;
- overall effect the transfer will have on the home and receiving school;*
- student's need for special instructional services not provided at the home school;
- medical condition of the student as described in a letter from the student's medical provider (letter must be submitted with the transfer request);
- a family request to have similar age siblings attend the same school;
- building capacity and any planned renovation projects;
- current enrollment, growth projections, and boundary issues;
- a request to allow a student who has moved to another RISD school attendance area to continue to remain in the current school he/she has been attending;
- teacher allocations and class size; and/or
- other factors relevant to a particular transfer request.

* RISD will not increase staffing allocations to accommodate transfer requests. Consideration of

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the effect of the transfer may differ at elementary and secondary schools:

Elementary - To ensure space is available at a campus for students who reside in the attendance area, RISD generally will deny a request seeking a transfer to campuses where the affected grade level enrollments are projected at 90 percent or greater of class size expectations (grades K - 4, 22 students per class; grades 5 - 6, 28 students per class).

Secondary - A variety of factors will be considered to determine whether the transfer would negatively affect the particular campus's ability to maintain reasonable class sizes.

Transportation

RISD does not provide transportation for transfer students unless otherwise required by law. Parents whose transfer requests are approved will be responsible for providing transportation to and from the campus.

Rescission of Transfer

An Intradistrict Transfer is a privilege. Approved transfers may be rescinded by the principal where the student is enrolled due to the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students;
- Student fails to maintain good conduct and behavior;
- Student has excessive tardies and/or absences;
- Lack of parental cooperation;
- Change of the student's residence;
- Falsification of residency, transfer, or enrollment documents; and/or
- Other relevant reasons determined by the building principal.

Change of Residence

Transfer forms must be completed when a student moves into a new RISD home school area but wants to remain in the school he or she has been attending. A student is considered a transfer student subject to the transfer rules beginning at the time a request is approved. A new transfer is required when a student wants to change schools.

Athletic and Other Extracurricular Participation

A student may not transfer for the purpose of participation in extracurricular activities.

Athletics - Transfer students are not eligible for varsity athletic participation (per UIL regulations) for one year from the date the student begins in attendance at the new school. Transfer students will be eligible for sub-varsity athletics provided the transfer is not for athletic purposes and the UIL "Previous Athletic Participation Form" is signed by both the sending and receiving schools. Transfers must be completed prior to the start of practices for sports in question. If the transfer takes place after the start of the season, the athlete will be placed in off-season.

Academic/Performing Arts Programs - To be eligible for other extracurricular activities, transfer students must be enrolled and attending the transfer school fifteen calendar days prior to the application deadline for tryouts or election.

Other - Eligibility for activities not regulated by UIL will be determined by RISD guidelines for the specific program and/or any national or state regulations of the activity or organization.

Appeal of Denial of Transfer Request

A parent/legal guardian who is not satisfied with a decision regarding a transfer request may appeal the decision by submitting a letter describing the reasons for appeal to the appropriate Assistant Superintendent of Curriculum and Instruction. A review committee from the RISD Student Services Department will consider the appeal. Appeals must be submitted in writing no later than three (3) school days of the initial denial. A parent who is not satisfied with the decision of the appeal committee must follow Board policy FNG to seek further review of the administrative decision.

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

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

This conduct is considered bullying if it:

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

EXAMPLES

Conduct that could constitute bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism where the conduct meets the standards described above.

RETALIATION

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

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

STUDENT WELFARE FREEDOM FROM BULLYING

FFI
(LOCAL)

FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. In most cases, the principal or designee shall prepare a final, written report or summary of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

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STUDENT WELFARE FREEDOM FROM BULLYING

FFI
(LOCAL)

DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS COUNSELING	The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.



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RICHARDSON INDEPENDENT SCHOOL DISTRICT

Guidelines: Freedom from Bullying and Harassment – Ref: Board Policy FFI

BULLYING PROHIBITED

RISD prohibits the bullying of any student, prohibits retaliation against any person who in good faith reports bullying or otherwise is involved in an investigation of a complaint of bullying or harassment, and establishes procedures for responding to reports of bullying. This document is designed to provide guidance to District administrators who implement the Board’s policy and to persons who report complaints of bullying and harassment.

Campus principals are expected to implement and monitor school-wide, classroom, and individual practices that teach and support positive student behaviors and to provide appropriate consequences for students who engage in bullying type behaviors.

All staff members will participate in the process of implementing practices for consistently teaching respectful behavior, preventing and stopping bullying on their respective campuses, and encouraging the prompt reporting of such behavior. In addition, principals will train their staff on how to respond to complaints of bullying from parents, students, or third parties.

Questions concerning these guidelines may be directed to the campus principal or the Director of Student Assistance Programs (469-593-0800).

DEFINITION OF “BULLYING”

Texas law defines **bullying** as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

- Has or will have the effect of physically harming the 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**
- Is sufficiently severe, persistent, and pervasive enough that the conduct creates an intimidating, threatening, or abusive educational environment for the student.

Conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written verbal expression or physical conduct; **and**
- Interferes with a student’s education or substantially disrupts the operation of the school.

Not all offensive conduct between students rises to the level of bullying. Conduct that may not constitute bullying as defined above still may violate expected standards of conduct and may subject the actor to disciplinary measures.

REPORTING ALLEGED BULLYING

RISD takes all reports of bullying and harassment seriously and will conduct an appropriate investigation to address any such reports and will take appropriate actions designed to stop any current incidents of bullying and prevent future incidents.

Student training and campus procedures should emphasize the importance of promptly reporting alleged bullying and harassment to an appropriate adult. Any student who believes that he or she has been bullied or suspects that another student has been bullied should immediately report the conduct to the principal, counselor, or teacher.

Any District employee who receives a report of, witnesses, learns of, or suspects an incident of bullying involving students anywhere on campus, at an off campus school-related activity, or in a District vehicle shall immediately report the information to the principal. The report may be made orally or in writing. The principal shall ensure an oral report is reduced to writing.

Any staff member who witnesses an incident of suspected bullying or other inappropriate behavior should take appropriate steps to stop the inappropriate behavior.

INVESTIGATING REPORTS OF BULLYING

An appropriate District official will conduct an investigation of a report of suspected bullying. The scope and nature of the investigation shall rest within the discretion of the official based on the nature of the allegations.

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The District will, to the greatest extent possible, maintain the privacy of the complainant, persons against whom a complaint is filed, and witnesses or other persons who provide information in an investigation. Limited disclosure of information may be necessary to conduct a thorough investigation.

Classroom Investigations. These guidelines are not intended to replace the normal classroom management procedures each classroom teacher employs to manage and maintain student behavior. When a teacher becomes aware of alleged bullying behavior during class time, the teacher should do the following:

1. Separate the alleged victim from the alleged bully.
2. Speak separately with each of the students involved to give them the opportunity to present their stories about what occurred.
3. Speak with any witnesses or bystanders who may have been present or involved to determine what they observed, heard, or know. Encourage them to speak up directly on behalf of the alleged victim if they should witness further incidents or to get help from school personnel.
4. If the teacher believes the conduct meets the definition of bullying, he/she shall immediately refer the matter to the principal. Otherwise, the teacher should administer logical and appropriate consequences at the classroom level. A teacher who has any question whether alleged conduct constitutes bullying should immediately contact the principal.
5. In accordance with customary campus practices and expectations, contact the parents of the students involved and explain what happened and what was done in response to the incident.
6. The classroom teacher should record the incident in the student's discipline notebook, folder, or other classroom document where classroom discipline information is maintained, and/or otherwise follow campus procedures for reporting student disciplinary concerns (e.g., office referral, principal referral, etc.).

Campus Administrator Investigative Procedures.

1. The principal or other campus administrator who receives a report of bullying should first

take any appropriate steps to immediately protect the student from the alleged situation. Remind the complainant that the District takes all complaints of bullying seriously and does not tolerate bullying, harassment, retaliation, or discrimination.

2. Determine the specific allegation of bullying – *What is the specific conduct the complainant alleges against the accused student(s)?* Talk to the alleged victim separately to determine, who, what, where, and when the complained of conduct allegedly occurred. Keep an open mind as you gather information. Avoid reaching conclusions before you have all of the evidence.
3. Interview and obtain a written statement from the alleged victim. The *Bullying/Harassment/Retaliation: Report Investigation Documentation Form* (the *Investigation Form*) also should be completed.
4. Consider and investigate the specific allegations in the complaint and take such steps that you, as the investigator, determine are reasonably necessary to thoroughly and carefully investigate the complaint. Investigation steps may include (without limitation):
 - Interview the accused student (present all allegations and allow him/her to respond; remind student of prohibition against retaliation)
 - Interview student witnesses
 - Interview employees who may have relevant knowledge
 - Obtain written statements from persons interviewed on an age appropriate basis
 - Review pertinent documents (e.g., communications between students, written, oral, and/or electronic, etc)
 - Evaluate consistencies and inconsistencies in the statements and other evidence
 - If property damage is alleged, inspect damaged property (take photographs of damage if appropriate)
 - If physical injury is alleged, review medical records if available. Ensure student is referred to the nurse for examination and further referral, as appropriate
 - Gather tangible evidence, if any
 - Inspect the scene of the alleged incident if relevant

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- Determine whether any alleged incidents were recorded by school video surveillance. If so, document the date/time/camera number and ensure captured image is retained
5. Witnesses should be interviewed separately. Remind witnesses that no person who provides information in an investigation will be subject to any retaliation for his or her participation and to notify the investigator immediately if any retaliation occurs. Further remind the witnesses that the investigation is confidential and to respect the privacy of his/her fellow students by not discussing the matter with other students.
 6. After completing all investigatory activities the investigator believes are reasonably necessary to fairly and thoroughly address the allegations, the investigator should analyze all information obtained and make a determination whether the alleged conduct meets the definition of bullying (FFI) or harassment or other prohibited conduct (FFH).
 7. Determine appropriate school disciplinary consequences for the accused student. Refer to Student Code of Conduct. School consequences may be appropriate even if bullying did not occur if the conduct violated other school rules.
 8. A student who is the victim of bullying based on the investigation and who used reasonable self-defense in response to the bullying may not be subject to disciplinary action.
 9. If the accused student is a student with a disability and bullying is found, any disciplinary consequences must comply with the student's IEP or § 504 Plan and applicable procedural safeguards.
 10. Depending on the alleged conduct, referrals to law enforcement or CPS may be appropriate. If illegal conduct is suspected or alleged, immediate referrals to outside agencies may be appropriate.
 11. Identify any other corrective action or interventions that may be necessary and appropriate to address the current situation and eliminate future bullying incidents. Refer to the sample strategies and interventions included below.

12. If the investigation determines that bullying occurred, notify the complainant's parent/guardian within 48 hours that the student was subjected to bullying. Describe investigatory findings using discretion to ensure confidential information about another student is not disclosed, as well as the corrective measures taken. *Note:* The investigator should use his/her professional discretion and judgment to determine whether notification to parents also is appropriate before the investigation is complete.

13. Keep notes and dates of interviews and other investigatory activities. Investigation should be documented via the Investigation Form.

14. Keep the original forms and investigatory materials and bullying documentation on campus and send copies to the appropriate Executive Director for your campus.

Note: Suspected bullying also may include the elements of discrimination, prohibited harassment, sexual harassment, dating violence, and/or retaliation. Officials investigating allegations of inappropriate interactions should refer to Policy FFI *Student Welfare Freedom from Bullying*, and Policy FFH *Student Welfare Freedom from Discrimination, Harassment, and Retaliation* when conducting their investigation.

SAMPLE INTERVENTIONS, STRATEGIES, AND CORRECTIVE ACTION TO ADDRESS INCIDENTS OF BULLYING

- Conference separately with alleged victim and alleged bully and include parents of each as appropriate
- Monitor situation closely, particularly if specific allegation cannot be corroborated
- Meet periodically with alleged victim
- Meet periodically with alleged bully
- Refer complainant, accused student, and witnesses to campus counselor
- Administer disciplinary consequences as outlined in the *Student Code of Conduct*
- Administer consequences as outlined in any applicable extra-curricular code of conduct

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- Work with counselor to develop appropriate strategies to minimize interactions between involved students
- Issue administrative directives to students concerning expected conduct
- Refer matter to District police or outside law enforcement agency or Child Protective Services as appropriate
- Change schedule/class for alleged bully
- Change schedule/class for alleged victim
- Change school rules
- Provide additional training to the involved students, class, grade level, and/or entire school
- Provide additional staff training
- Transfer alleged bully or alleged victim to another campus (FDB Legal) (Refer to Transfer section below)

TRANSFER OF STUDENTS INVOLVED IN BULLYING

RISD desires to retain students in their neighborhood schools where possible. However, either a student who has been found to have been subjected to bullying or a student found to have engaged in bullying may transfer to another campus under appropriate circumstances. This transfer option has significant implications, including disruption in the educational process, and may only be considered after a variety of interventions and disciplinary consequences have been applied unsuccessfully.

Transportation. RISD does not provide transportation to a student transferred because of bullying unless such transportation is otherwise required by law.

Transfer of Students Who Engage in Bullying. The campus principal may recommend to the appropriate Executive Director or Assistant Superintendent that a student found to have engaged in bullying be transferred to another campus under the following circumstances:

- The campus administrator's thorough investigations concluded that the student engaged in bullying as defined herein on at least two separate occasions during the last 12 months.

- Campus strategies and interventions, including appropriate discipline under the Student Code of Conduct, have been documented but have been unsuccessful to eliminate the bullying.
- Campus administrator(s) have communicated with the student's parent/guardian on more than two occasions to address the student's inappropriate conduct.
- *Note:* Campus administrator must provide documentation of all strategies and interventions, discipline, campus investigations, and parent contacts along with the request for administrative transfer.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which the student may transfer. At the time a student is transferred under this section, a Student Support Plan shall be developed to outline appropriate positive behavioral supports for the student and to identify further disciplinary steps to consider if the bullying behavior persists.

Students Who Are Subjected to Bullying. The parent/legal guardian of a student found to have been subjected to bullying may request that the student be transferred to another campus. A request under this section will only be considered under the following circumstances:

- The campus administrator's thorough investigation concluded that the student was subjected to bullying as defined herein on at least one occasion.
- After a reasonable period of time, the campus-based strategies and interventions have not been effective to stop the bullying conduct as evidenced by campus documentation.
- A parent/guardian who seeks a transfer under this section must complete an Intradistrict Transfer Request Form. The form is available at the campus or on the website at www.risd.org under the Student Services page.

The appropriate Executive Director and/or Assistant Superintendent will make the final decision concerning a request to transfer, including the school to which a student may transfer.

Special Circumstances. Notwithstanding the foregoing, some incidents of bullying may be so severe or pervasive that immediate transfer or other interventions may be appropriate.

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BULLYING COMPLAINT PROCESS

