

**REAGAN SCHOOL**  
**2009-2010**  
**STUDENT & PARENT HANDBOOK**  
**STUDENT CODE OF CONDUCT**

205 East 8<sup>th</sup> Street  
Quanah, Texas 79252  
Albert Motsenbocker, Principal  
(940) 663-2171

## **Administration**

Superintendent:           Mr. Terry Allen  
Superintendent of Schools  
(940) 663-2281

Principal:                   Mr. Albert Motsenbocker  
Principal, Reagan Elementary  
(940) 663-2171

### Points of Emphasis in the Reagan Student Handbook

Directory Information	p 14
Dress Code	p 32
Homecoming Items	p 19
Make-Up Work	P 25
Party Invitations	p 28
Release of Information to Parents	p 14
Release of Students	p 25
Tardy to School	P 25
Student Code of Conduct	p 40
Student/Parent Complaints	p 14

Parents are required to fill out all forms found in the registration packet and return them to the office staff on the Reagan campus.

Parents must provide an official birth certificate, social security card, and immunization records at the time of initial enrollment to Reagan School. Students must have immunization documents on file to be enrolled in Quanah ISD.

**Reagan Elementary Motto:**

WE CARE,

WE CAN,

WE WILL !

**Mission of  
Reagan Elementary**

It shall be the mission of the Reagan Elementary School to carry out the Mission, Goals, and Objectives of the Quanah School District.

The mission of Reagan Elementary School is to develop students who are life-long, independent learners. We will accomplish this mission by providing a varied and challenging curriculum taught by a well-trained and dedicated staff in a safe, positive environment.

## **To Students and Parents:**

Welcome to school year 2009-2010! Teachers and other school staff members want this year to be an especially good one for each child, with many interesting experiences. For this to happen, we all have to work together: student, parents, and teachers. This Student and Parent Handbook is designed to help us do this.

In parts of the handbook please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents, also, need to be familiar with the Quanah ISD Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere of learning. That document begins on page 38.

The Student and Parent Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect the Student and Parent Handbook provisions will be made available to students and parents through the web page or the local newspaper. These changes will be included in the annual update. Too, the Quanah ISD school policies can be viewed on line at the QISD website.

In case of conflict between Board policy and the Student Code of Conduct and any provisions of Student and Parent Handbook, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. A copy of the District's Policy Manual is available in the principal's office or the administration office.

To ensure that parents and students have received the Student and Parent Handbook and the Student Code of Conduct, each student and parent annually shall sign that they have received and read these documents and acknowledge the outlined responsibilities.

Parents who object to the release of "directory information" on their child(ren) must promptly notify the District.

A form for acknowledgement of the Handbook, Code of Conduct and notice to the District regarding directory information is printed on the back. Please sign, date and return to the principal's office.

**STUDENT AND PARENT HANDBOOK  
TABLE OF CONTENTS**

Appendices	57
Assemblies	26
Attendance	23
Backpacks	20
Bicycles	30
Cafeteria Services	26
Campus Discipline Person	40
Cell Phones	20, 53
Communicable Diseases/Conditions	25
Community Involvement	9, 40
Compensatory and Remedial Instruction	19
Complaints of Students & Parents	14
Compulsory School Attendance	23
Computer Resources	17
Corporal Punishment	45
Credit by Examination	17
Detention	45
Discipline Management Techniques	44
Discretionary Removal	46
Disruptions	43
Distribution of Materials	28
Dress Code	32
Drills, Fire, Tornado, and Emergency	26
Drug and Alcohol Use	53
Drug Detection Dogs	30
Emergency Medical Treatment	26
Emergency School Closing	27
Equal Educational Opportunities	38
Examinations for Acceleration	18
Expulsion	49
Extended Year Program	18
Extra-Curricular Eligibility	18
Fees	13
Formal Removal	46
General Misconduct	41
Glossary	54
Grading Guidelines	11
Graffiti	53
Greenbelt Shared Services Arrangement	34
Confidentiality	34
Confidentiality en Espanol	35
Notice of 504 Rights	36
Harassment	28
Hazing	28
Homecoming / Gifts	19
Honor Roll	17
Immunization	26
In School Suspension	45
Incentive Plan	20

Integrated Pest Management Program	38
Interrogations and Searches	11
Jurisdiction	30
Laser Pointers	53
Law Enforcement	12
Lockers	19, 30
Make-up work	25
Medicine at School	26
Non-accredited Schools	33
Paging Devices, Telephones, Etc.	53
Parental Involvement and Responsibilities	10
Party Invitations	28
Philosophy	8
Phone Use	19
Posters	31
Promotion Standards	13, 17
Re-Admission Slips	24
Release of Students from School	25
Removal From Reg. Ed. to Suspension or AEP	46, 47
Removal to An Alternative Ed. Program	48
Report Cards and Progress Reports	13
Rights and Responsibilities of Administrators	33
Rights and Responsibilities of Parents	10
Rights and Responsibilities of Students	17
Rights and Responsibilities of Teachers	33
Rights, Responsibilities, and Regulations	9
Safety	31
Saturday School	24
School Day Length	19
School Facilities	29
Secret Societies	31
Sexual Harassment	27
Smoking	52
Standards for Student Conduct	41
Student Code of Conduct	40
Student Conduct on School Busses	52
Student Records	14
Students Right to Pray	26
Suspension	48
Tardies	25
Testing	15
Textbooks	19
Title 9 & Civil Rights	8, 38
Tobacco Use	53
Toys, Tapes, Cell Phones, Etc.	20, 53
Travel	31
Tutorials / Homework Help	19
Use of School Phone	19
Visiting Other Schools	31
Visitors	30
Withdrawal From School	16

## **STUDENT and PARENT HANDBOOK**

The Quanah ISD Student and Parent Handbook contains information that you are likely to need during the school year. The handbook is divided into three sections:

- \* The first for parents, with information all parents will need about assisting their child and responding to school-related issues;
- \* The second for students, to provide information about courses to take, extra-curricular and other activities;
- \* The third, general information regarding school operations and requirements.

A student handbook containing policies and regulations on the rights and responsibilities of the students and the code of student discipline shall be distributed to all students and parents, teachers, and administrators, at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, any parent, and any other person on request.

## **PHILOSOPHY OF QUANAH INDEPENDENT SCHOOL DISTRICT**

All children are entitled to a free education from ages 5 through 21; this education shall include the full development of the unique potentialities of each child. It is the responsibility of the school to develop a curriculum that will enable each child to grow, according to his/her abilities, academically, vocationally, socially, and personally.

The school shall provide experiences for each child that will enable him/her to become a problem-solver, seeker of knowledge, and individual responsible for his/her choices, and one who has self-understanding, self-acceptance, and understands and accepts others with an appreciation for democratic values and the worth of every individual. These experiences are provided in and out of the classroom (be they learning to read, playing football, improving physical health, improving relationships with peers or learning about the world of work).

## **NONDISCRIMINATION**

Quanah ISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section §504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator for concerns regarding sex discrimination:

Terry Allen, Superintendent  
403 Main  
Quanah, Texas 79252  
940-663-2281

Section 504 Coordinator for concerns regarding disability discrimination:

Caroline Simmons, Director  
Greenbelt Special Services Cooperative  
PO Box 150  
Quanah, Texas 79252  
940-663-6321

## **SCHOOL BEHAVIOR**

### **RIGHTS, RESPONSIBILITIES AND REGULATIONS**

#### **INTRODUCTION:**

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens they are also subject to its national, state and local laws and rules governing various aspects of their conduct. Not all laws or rules are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, students live and function in a second community as well - namely, the school community. Public education confers its own benefits, but it, too, requires acceptance of individual responsibilities; for while education must always encourage diversity and challenge, it must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth in this handbook apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students or the school, and to conduct at school functions of any kind. This handbook does not define all types and aspects of student behavior; however, the Board of Education has the responsibility to set forth policies, rules and regulations to help each student conduct himself in a proper manner as a good citizen of the school community.

The Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board of Education and the superintendent.

Any conduct is prohibited which: (1) causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or (2) that interferes with or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of other students.

#### **COMMUNITY INVOLVEMENT (SBDM & DEIC)**

Representatives from all segments of the local education community were involved in developing and reviewing the District's Student Code of Conduct. Selected teachers, administrators, parents, community members, and business representatives were requested to review the plan submitted here.

The Reagan Site Based Decision Making Team (SBDM) is composed of staff, parents of diverse backgrounds, business, and community representatives. The SBDM meets periodically to review the needs and make decisions for improved student performance, improved safety, and improved curriculum for Reagan students.

The Quanah District Effective Improvement Committee (DEIC) is composed of staff from all three campuses, district administrators, district parents, local business persons, and community members to review the needs and make decisions to be recommended to the school board.

## **SECTION I INFORMATION FOR PARENTS**

This section of the Quanah Student and Parent Handbook is intended to give information on procedures of particular interest to you as a parent. It includes information about working with the school in guiding your child's education such as:

- \* Your child's grades and progress reports;
- \* Records pertaining to your child;
- \* Conferences with your child's teacher; and
- \* The District's procedure to follow if you have a concern that isn't resolved by a conference.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during the school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

## **PARENTAL INVOLVEMENT AND RESPONSIBILITIES**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- \* Reviewing the Student Handbook with your child so that you and your child understand and consent to the responsibilities outlined in the Student Code of Conduct.
- \* Encouraging your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school. Discuss report cards and school assignments with your child.
- \* Becoming familiar with the academic programs offered in the District and asking the principal any questions, including concerns about placement or assignment, encouraging and leading the child to develop proper study habits at home, and attending parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
- \* Attending Board meetings to learn more about ongoing operations of the District.
- \* Exercising your right to review teaching materials, textbooks and other aids, and to examine tests that have been administered to your child.
- \* Your child will not be required to participate without parental consent in any survey, analysis, or evaluations funded in whole or in part by the U.S. Department of Education that concerns:
  - \* Political affiliations,
  - \* Mental and psychological problems potentially embarrassing to the student or family,
  - \* Sexual behavior and attitudes,
  - \* Illegal, antisocial, self-incriminating, and demeaning behavior,
  - \* Criticism of other individuals with whom the student or the student's family has a close family relationship,
  - \* Relationships privileged under law, such as relationships with lawyers, physicians, and ministers,
  - \* Income, except when the information will be used to determine a student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect any teaching materials used in connection with such a survey, analysis or evaluation.

Being aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and the Texas Education Agency.

- \* Reviewing your child's school records when needed. You may review attendance records, test scores, grades, disciplinary records, psychological records, applications for admission, health and immunization

information, other medical records, teacher and counselor evaluations, reports of behavioral patterns and state assessment instruments that have been administered to your child.

- \* Monitoring your child's progress: contact teachers as needed. Taking advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues generally. Keeping informed of school policies and academic requirements of school programs.

- \* Becoming a school volunteer.

- \* Participating in campus parent organizations (PTO). The activities are varied, ranging from band boosters to campus and District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District. You may contact Terry Allen, Superintendent, if you are interested in serving on a District planning committee.

- \* Making every effort to provide for the physical needs of your child.

- \* Teaching the child to pay attention and obey the rules.

- \* Being sure your child attends school regularly and promptly. Being sure to report and explain absences and tardiness to the school. Being sure your child attends school tutorials.

- \* Being sure your child is appropriately dressed at school and school-related activities.

- \* Bringing to the attention of school authorities any learning problem or condition that may be related to their child's education.

- \* Maintaining up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.

- \* Supplying all required records for enrollment.

- \* Cooperating with school administrators and teachers.

- \* Controlling your child. A student's parent is legally liable for property damage proximately caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure to exercise that duty or the willful or malicious conduct of a student who is at least 12 but under 18 years of age.

- \* Granting or denying any written request from the District to make videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- \*when it is to be used for school safety,

- \*when it relates to classroom instruction or a co-curricular activity; or

- \*when it relates to media coverage of the school.

- \* Following up on a matter not resolved administratively by presenting it to the Board for review according to policy.

## **GRADING GUIDELINES**

Teachers will familiarize the students with the grading practice. Grades will be recorded frequently, a minimum of two (2) grades per week. Progress reports will be sent home to parents at the end of the 3rd week of the six weeks for students who are failing. Teachers will make every effort to obtain homework from students. This includes contacting the parent, principal, and/or assigning the student to detention.

The semester grade will be determined with the average of the three six weeks' averages. A student who has not maintained a grade average equivalent to at least 70% on a 100 point scale shall not be given credit for the course, unless the Grade Placement Committee intervenes.

## **INTERROGATIONS AND SEARCHES**

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. It is not freely and voluntarily given, if however, the threat of contacting the police authorities is used to obtain the consent. Vehicles on school property are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the district, may be searched at the discretion of school officials. Students shall not place, keep or maintain any article or material in school owned lockers that is forbidden by district policy or that would lead to substantial disruption on school property or at a school-sponsored function.

Searches of student's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of a student's privacy, such as searches of student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

## **LAW ENFORCEMENT**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- \* The principal will verify and record the identity of the officer or authority and ask for an explanation of the need to question or interview the student
- \* The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection
- \* The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection
- \* The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **Students Taken into Custody**

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.
- \* By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **Notification of Law Violations**

The District is also required by state law to notify:

- \* All instructional support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- \* All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

## **PROMOTION STANDARDS**

In grades 1-6, promotion to the next grade level shall be based on an overall average of 70% on a 100 point scale based upon course-level, grade-level standards (Texas essential knowledge and skills) for all subject areas. A grade of 70% or above in the following specific areas: reading/language arts and mathematics must also be maintained.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on TAKS examinations will be required for promotion. This requirement will be effective for the following students:

- \* Third graders in 2002-2003 school year,
- \* Fifth graders in 2004-2005 school year,
- \* Eighth graders in 2007-2008 school year.

Students who do not perform satisfactorily on the TAKS will have opportunities to participate in special instruction programs designed to help them improve their performance.

## **REPORT CARDS, PROGRESS REPORTS AND CONFERENCES**

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 6 weeks.

At the end of the first three weeks of a grading period, you will be given written notice if your child's grade in a class drops below 70.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- \* Costs for materials for a class project that the student will keep.
- \* Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
- \* Security deposits.
- \* Personal physical education and athletic equipment and apparel.
- \* Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- \* Voluntarily purchased student accident insurance.
- \* Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- \* Personal apparel used in extracurricular activities that becomes the property of the student.
- \* Parking fees and student identification cards.
- \* Fees for lost or damaged textbooks and lost, damaged, or overdue library books.
- \* Fees for optional courses offered for credit that require use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent, Terry Allen.

## **STUDENT OR PARENT COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed simply- by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. In general, you or your child should first discuss the complaint with the teacher, then with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the principals and Superintendent's offices.

- \* Identification, evaluation or educational placement of a student with disabilities,
- \* Loss of credit because of nonattendance,
- \* Removal of a student by a teacher for disciplinary reasons Education Code, Subtitle G, Chapter 37.002(a),
- \* Removal of a student to a disciplinary alternative education program,
- \* Expulsion of a student,
- \* Discrimination on a basis of sex,
- \* Harassment of a student on the basis of race, color, religion, national origin or disability,
- \* Sexual abuse or sexual harassment of a student
- \* Instructional materials
- \* On-campus distribution of non-school materials to students.

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Quanah ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- \* A student's name, address, telephone number, and date and place of birth,
- \* The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams,
- \* The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously,
- \* The student's e-mail address.

The parent or an eligible student may prevent release of any or all directory information regarding the student. This objection must be made in writing to the principal within ten school days after you have been provided the notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records and may be released to:

- \* The parents -whether married, separated or divorced- who will generally have access to the records. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student

becomes eligible, control of the records go to the student. However, the parents may access the records if the student is a dependent for tax purposes.

- \* District staff members have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials, school staff members, or an agent of the District.
- \* Various governmental agencies or in response to a subpoena or court order.
- \* A school to which a student transfers or in which he/she subsequently enrolls.

Release to any other person or agency-such as a prospective employer or for a scholarship application-will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled and withdrawn students at the assigned school.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 403 South Main, Quanah, Texas 79252 and the address of the principal's office is 205 East 8<sup>th</sup> Street, Quanah, Texas 79252.

A parent or the eligible student may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District's complete policy regarding student records is available from the principal's or Superintendent's office.

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

## **TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- \* Reading and mathematics: Each year in grades 3-8,
- \* Writing: Grades 4 and 8
- \* Social studies and science: Grade 8
- \* Science: Grades 5 and 8

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

Certain students - some with disabilities and some with limited English proficiency- may be eligible for exemptions, accommodations or deferred testing. For more information, see the principal, counselor or special education director.

### **WITHDRAWAL FROM SCHOOL**

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Withdrawal information is as follows: current grade averages, book clearance, library clearance, health records, and last report card. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental consent.

## **SECTION II**

### **ACADEMICS, EXTRA-CURRICULAR ACTIVITIES AND OTHER INFORMATION FOR STUDENTS**

#### **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Students' responsibilities for achieving a positive learning environment at school or school related activities shall include:

- \* Attending all classes, daily and on time.
- \* Being prepared for each class with appropriated materials and assignments.
- \* Being properly attired.
- \* Exhibiting respect toward others.
- \* Conducting themselves in a responsible manner.
- \* Paying required fees and fines, unless they are waived.
- \* Obeying all school rules, including safety rules,
- \* Cooperating with staff in investigating disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

#### **HONOR ROLL**

A student will be recognized as an A honor roll student if his/her average is 89.5 or above in all core subjects. A student will be recognized as a B honor roll student if his/her average is 84.5 or above in all core subjects. A student must be passing all subjects to receive honor roll recognition (core: reading, math, language arts, social studies and science)

#### **COMPUTER RESOURCES**

To prepare the student for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to student's working under a teacher's supervision and for approved purposes only. The student and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

#### **PROMOTION STANDARDS**

In grades 1-6, promotion to the next grade level shall be based on an overall average of 70% on a 100-point scale based upon course-level, grade-level standards (Texas essential knowledge and skills) for all subject areas. A grade of 70% or above in reading/language arts, and mathematics must also be maintained.

Students in grades one through three will receive weighted language arts grades.

#### **CREDIT BY EXAMINATION**

A student in grades 1-6 who has received prior instruction in a course or subject -but did not receive credit for it (the average must be no less than 60%) may, in circumstances determined by the teacher and

counselor or principal, be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least a 70% on the examination. A student wishing to take a credit by examination who qualifies by the above standards must notify the counselor at least three weeks prior to the test days. Testing dates will be the first Monday, Tuesday, and Wednesday of June, and the afternoons of the Exit exams in July. For more information contact the high school counselor's office at (940) 663-2791.

### **EXTENDED YEAR PROGRAMS**

Quanah Independent School District **may** offer Extended Year Programs to students who have not been promoted. This program allows students to work during extended time during the summer to get credit for schoolwork in order to be promoted. Students attending Extended Year Services must attend at least 90 percent of the time and meet academic proficiency standards of the course or grade level in order to be promoted. Such programs may be offered at student expense.

### **EXAMINATIONS FOR ACCELERATION**

A student in elementary may use advanced placement examinations to advance one grade level or gain credit for a subject. The counselor must be notified at least three weeks prior to the days of the test a student wishes to take. Testing dates will be the first Monday, Tuesday and Wednesday of June, and the afternoons of the Exit exams in July. For more information, contact the high school counselor's office at (940) 663-2791.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in school and school-related activities is an excellent way for students to develop talents, receive individual recognition, and build strong friendships with other students; however, participation is a privilege.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) - a statewide association of participating districts.

- \* A student who receives at the end of a grading period a grade below 70% in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extra-curricular activities for at least three school weeks.
- \* A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- \* An ineligible student may practice or rehearse.

A student regains eligibility seven calendar days after the third week of a grading period if the student is passing all courses on the last class day of that three-week period. If the student has at least a minimum grade of 70 on a scale of 0-100 for work done since the end of the previous grading period the student may regain eligibility seven calendar days after the 3-week period.

Sponsors of student clubs and performing groups such as the band, choir and drill and athletic teams may establish standards of behavior-including consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of the school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## **TUTORIALS and HOMEWORK HELP**

Tutorial services **may** be provided during or in addition to the instructional day. Tutorials may be provided in subjects of English, Language Arts, Mathematics, Science and Social Studies for grades 1-6.

If a student does not have his/her homework at the assigned time, he/she may be required to attend an after school help session. The student will remain in the session for the 35-minute period. If the student fails to attend, a lunch session or additional after school sessions will be scheduled. The student may purchase a lunch from the school cafeteria. The student will continue to attend help sessions until the work is completed. Effort will be made to contact the parent.

## **COMPENSATORY AND REMEDIAL INSTRUCTION**

The District will provide remediation for students not performing satisfactorily on TAKS practice tests or TAKS tests and students needing extra help mastering objectives.

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each student or class. Books must be covered by the students, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian.

## **SCHOOL DAY LENGTH**

The morning bell will ring at 7:50 A.M for breakfast. Students are tardy at 8:05 A.M.  
The school day is from 7:50 A.M. until 3:00 P.M. for grades K-3  
The school day is from 7:50 A.M. until 3:30 P.M. for grades 4-6

## **HOMECOMING / GIFTS**

Students will not be allowed to have flowers, balloons, or gifts delivered to the student during the day.

## **USE OF SCHOOL PHONE**

The school phone is for business purposes. Use of the phone will be limited to calling for essential items: transportation, tutoring/remediation, discipline, or illness.

Social scheduling and lunch plans for students will not be sufficient need to use the phone. Students will need to make social plans before school.

## **LOCKERS**

Lockers are the property of the school and can be inspected as needed. Locks are furnished, and the student is responsible for keeping his or her locker secure at all times. Open soft drinks or food stuffs are not to be stored in lockers.

## **TOYS, TAPES, CELL PHONES AND CD PLAYERS, ETC.**

Students are not to bring any toys, games, etc. to school unless requested by a teacher. The school or school personnel will not be responsible for such items brought to school. All items will be taken up and placed in the principal's office until the end of the school day.

Quanah ISD policies do not allow students to have cellular phones turned on in the classroom. If a student has a cell phone at school, it will be taken to the principal's office. It must be picked up by a parent or guardian, and a \$15.00 fee will be charged.

## **BACKPACKS**

Students are not to leave backpacks in the floor of the hall or a classroom. They create a safety hazard, as well as, the opportunity for someone to steal from them.

## **INCENTIVE PLAN**

Eligibility: Reagan Elementary School recognizes the fact that students react better to positive reinforcement than to punishment. Therefore, in an attempt to improve both behavior and academic achievement, we have adopted the following policy.

Students may earn points for positive actions as well as for acceptable academic results. Any student earning the minimum number of points for his/her grade level will be entitled to participate in a "fun day" to be held near the end of the school year.

Since students in some grade levels may have opportunities to earn points in ways that may be different from other grade levels, the required number of points may vary from one grade to another.

Fourth, Fifth and Sixth Grade students may earn points by:

Students in these classes must earn at least 450 points.

- \* One (1) point for each day of attendance; however, three (3) tardies will count as an absence and deduct one (1) point. (Possible 180 points)
- \* Five (5) points for each class passed the first five six-week periods. (Possible 175 points)
- \* Ten (10) points per six-week period for making A Honor Roll
- \* Five (5) points per six-week period for making B Honor Roll
- \* Twenty (20) points for each TAKS test, each practice TAKS test, or each Benchmark test passed.
- \* Five (5) points per six-week period for reaching AR Goal
- \* Fifteen (15) points for participation in each UIL event.
- \* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

Points deducted:

- \* Minor offenses will result in the loss of one (1) point.
- \* Major offenses (padding by teacher or principal or ISS placement) will result in the loss of five (5) points.

Third Grade students may earn points by:

Students in the classes must earn at least 365 points.

- \* One (1) point for each day of attendance; however, three (3) tardies will count as an absence and deduct one (1) point. (Possible 180 points)
- \* Five (5) points for each class passed the first five six-week periods. (Possible 175 points)
- \* Five (5) points for each practice TAKS test passed.
- \* Twenty-five (25) points for each TAKS test passed.
- \* Two (2) points per week for having all homework done.
- \* Two (2) points per week for exemplary behavior (does not move clothes pin).
- \* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

Points deducted:

- \* Minor offenses will result in the loss of one (1) point.
- \* Major offenses (paddling by teacher or principal or ISS placement) will result in the loss of five (5) points.

Second Grade students may earn points by:

Students in this class must earn at least 350 points.

- \* One (1) point for each day of attendance; however, three (3) tardies will count as an absence and deduct one (1) point. (Possible 180 points)
- \* Two (2) points per week for having all homework done.
- \* Two (2) points per week for exemplary behavior (does not move clothes pin).
- \* Twenty-five (25) points per six-week period for reaching AR goal.
- \* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

\* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

Points deducted:

- \* Major offenses (paddling by teacher or principal or ISS placement) will result in loss of five (5) points.

First Grade students may earn points by:

Students in this class must earn at least 350 points.

- \* One (1) point for each day of attendance; however, three (3) tardies will count as an absence and deduct one (1) point. (Possible 180 points)
- \* Two (2) points per week for having all homework done.
- \* Two (2) points per week for exemplary behavior (does not move clothes pin).
- \* Twenty-five (25) points per six-week period for reaching AR goal.
- \* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

Points deducted:

- \* Major offenses (paddling by teacher or principal or ISS placement) will result in loss of five (5) points.

Kindergarten students may earn points by:

Students in this class must earn at least 350 points.

- \* One (1) point for each day of attendance; however, three (3) tardies will count as an absence and deduct one (1) point. (Possible 180 points)

- \* Five (5) points for having homework charts returned.

- \* Five (5) points for "sight word" tests passed.

- \* Five (5) points for each skill developed: knows all letters and sounds, recognizes numbers to 20, and counts to 100.

- \* Five (5) points for each AR test passed.

- \* One (1) point for good behavior if a student stays on green all day.

- \* Students may earn bonus points if a teacher or aide sees the student performing a random act of kindness.

Points deducted:

- \* Minor offenses will result in the loss of one (1) point.

- \* Major offenses (padding by teacher or principal or ISS placement) will result in the loss of five (5) points.

## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

#### **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his/her education- to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

The state compulsory attendance law requires that:

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his/her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student who is absent from school without permission from any class or from required tutorials will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his/her parent.

The district may accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competence-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission care.
8. Teen parent absences to care for his or her child.
9. Participation in substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.

Education Code 25.087 and 19 TAC 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:

1. Participation in a Board-approved and appropriately supervised extracurricular activity or performance;
2. Participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
3. Screening, diagnosis, or treatment of a Medicaid-eligible student (if the student is absent no more than a day at a time for this purpose);
4. Religious holy days (including one day to travel to and one day from an observance site); and
5. An appointment with a health care professional (if the student misses only a portion of the school day and the professional provides written confirmation of the appointment).

Parental consent for the absence is required

To receive credit in a class, a student must be in attendance for at least 90% of the days a class is offered during the school year. A student who is in attendance less than 90% of the days the class is offered in a year shall **not** be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances (Education Code 25.092).

An attendance committee will be appointed before each school year to hear appeals from students who are in attendance less than 90% of the days the class is offered. If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent.

The committee will consist of classroom teachers and the principal or his representative. The attendance committee will have the authority to:

1. Grant excessive absences.
2. Offer alternative ways for students to make up time and schoolwork missed. These **may** include Saturday school, after-school makeup or summer school.
3. Deny credit.

## **SATURDAY SCHOOL**

The principal will assign mandatory Saturday school as needed. The principal will determine if an absence from Saturday school is acceptable. If the absence is not excused, the student will be assigned to in-school suspension.

Saturday school rules:

- \* Bring a library book,
- \* Complete all required work,
- \* Failure to follow these rules will result in dismissal from Saturday school. The student will not receive credit for attending that day.

## **RE-ADMISSION SLIPS**

A physician's note is requested if the student was absent due to a doctor's appointment.

When returning to school after an absence, a student must bring a note, signed by the parent, that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Physician verification of an illness may be required in the student's absences are more than 3 to 5 consecutive days, or if the reason given is suspect. No student is to be readmitted to any class after absence without an admittance slip. Readmission slips are to be obtained from the cafeteria prior to the 8:00 a.m. bell.

Steps to follow when absent:

1. Have parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature.
2. Present your excuse to your teacher before the 1st period bell.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grades.
4. Early dismissal must be secured from the principal's office and sign out.

## **MAKE-UP WORK**

A student will be allowed three days, for a 1-3 day absence, from time of reinstatement to complete assigned make-up work. If a student fails to turn in make-up work as directed, the student may be required to stay for after-school help. Extended time is available for absences longer than three days. Work not turned in on time, where absences are not involved, may have points deducted from the work's final grade. Standards for acceptance of late work will be covered in each teacher's grading policy.

## **TARDIES**

Students on the elementary campus will be allowed three tardies per six weeks for emergency reasons. Beginning with the fourth tardy and all subsequent tardies, punishment will be assigned. Depending on the number of tardies, that punishment may range from detention to ISS. Excessive tardies between classes will result in detention, ISS, or corporal punishment.

Students who are late returning from lunch may lose the privilege of leaving campus for lunch.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student should not be released from school at times other than regular dismissal hours except with the principal's permission through the office. The teacher will determine that permission has been granted properly before allowing the student to leave. A parent may come to the office and sign their child out if the student is ill or has a doctor's appointment. Students leaving without checking out through the office will be considered truant and subject to disciplinary action.

## **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Measles (Rubeola)
Campylobacteriosis	Meningitis, Bacterial
Chickenpox	Mumps
Common cold with fever	Pinkeye (Conjunctivitis)
Fifth Disease (Erythema Infectiosum)	Ringworm of the scalp
Gastroenteritis, Viral	Rubella (German Measles) including congenital
Giardiasis	Salmonellosis, including typhoid fever
Head Lice (Pediculosis)	Scabies
Hepatitis, Viral (A, B, or C)	Shigellosis
Impetigo	Streptococcal disease, invasive
Infectious mononucleosis	Tuberculosis, Pulmonary
Influenza	Whooping Cough (Pertussis)

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that for medical or religious reasons, the student will not be immunized. The student must be immunized according to State Law as regulated by the Texas Department of Health. The school nurse can provide information on age-appropriate doses from an acceptable physician validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber stamp validation.

## **MEDICINE AT SCHOOL**

A student who must take prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent, and the medicine, in its properly labeled container, to the Principal's office. The principal or designee will give the medicine at the proper times.

A student may have in his/her possession and self-administer an asthma inhaler. The prescription must be on the label and the school must have written permission from the doctor and parent.

## **EMERGENCY MEDICAL TREATMENT**

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

## **STUDENT'S RIGHT TO PRAY**

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

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

## **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information on this program can be obtained from the campus Secretary or the cafeteria supervisor at 663-5922.

## **DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES**

Students, teachers and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, and quietly, and in an orderly manner.

Emergency Bells:        Fire Alarm-leave the building  
                                 Go to designated spot and halt-stand at attention  
                                 1 bell    Return to room

Tornado drills will be announced on the intercom. Staff and students will go to the designated area. Procedures will be posted and practices held.

Quanah ISD has adopted specific procedures in case of an emergency to provide safety for all students. The Crisis Management Plans will be reviewed and modified each year as necessary.

## **EMERGENCY SCHOOL CLOSING**

In case of severe weather or an emergency closing of campuses, information can be obtained from:

Radio- KIXZ local station  
          KREL AM  
          KSRW Childress

Television- Channel 2 local channel  
              KAUZ channel 6 Wichita Falls  
              KFDX channel 3 Wichita Falls  
              KFDA channel 10 Amarillo

## **SEXUAL HARASSMENT**

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

All students are prohibited from engaging in offensive or verbal or physical conduct of a sexual nature directed toward another student. Students must not engage in unwanted and unwelcome verbal or physical conduct or a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

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.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations with the teacher, principal or designee, or Terry Allen, who serves as the District's Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in conference with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student will ordinarily hold the first conference with the student. The conference will be scheduled within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student 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.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

### **HARASSMENT on the BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN or DISABILITY**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

A student who believes he or she has been harassed by another student or by a District's employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL

### **HAZING**

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Students participating in hazing will be disciplined.

### **PARTY INVITATIONS**

Party invitations may be passed out at Reagan School only if all children in the grade receive an invitation. Invitations may not be passed out to just certain members of a class or grade.

### **DISTRIBUTION OF MATERIALS**

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

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be described to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards:
  - A. Materials that are sexually inappropriate for the age and maturity of the audience or that endorses actions endangering the health and safety of students shall not be distributed.

- B. Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
- C. Libelous material may be prohibited from distribution.
- D. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
- E. Hate literature that scurrilously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

### **Prior Review**

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

1. Material shall be submitted to the building principal or a designee for review.
2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three day period shall be interpreted as disapproval.
4. The student may appeal disapproval by the superintendent to the Board. The student shall notify the superintendent of the appeal and request the matter be placed on the agenda for the next board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his viewpoint.

### **SCHOOL FACILITIES**

The taxpayers of the community have made sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended - both this year and in the coming years - littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct. A student who willfully damages school property must pay for damages before he/she is allowed to participate in an extracurricular event.

## **JURISDICTION**

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location and any school-related misconduct, regardless of time or location.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present. A parent will be notified if any prohibited items are found in the student's locker.

All items of value should be kept locked in student lockers. This is the only way the school can ensure safety of these items.

## **BICYCLES ON CAMPUS**

Bicycles shall be placed in the bicycle racks and remain there until school is dismissed for the day, unless permitted by the principal. **Bicycles should not be ridden on sidewalks when other students are present.** Students will be disciplined for using or damaging a bike other than his/her own.

## **DRUG DETECTION DOGS**

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dog shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle or on the student's person, as a result of a search conducted in accordance with this policy.

## **VISITORS**

Parents are welcome to visit the Quanah Independent School District. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

## **VISITING OTHER SCHOOLS**

Students of one school shall not visit the buildings or grounds of another school while the latter is in session, except upon the permission of the principals of both schools.

## **SECRET SOCIETIES**

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

## **POSTERS**

Posters may be put up in the building to advertise student activities, promote school spirit, and signs for after school activities after permission has been obtained from the principal. Posters may be placed on the wood or glass surfaces. Do not use tacks or nails to put up posters. As soon as the reason for the advertisement has passed, the party who put them up must take down the posters.

## **SAFETY**

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

- \* Avoid conduct that is likely to put the student or other students at risk.
- \* Follow the behavioral standards in this handbook and the Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers or bus driver.
- \* Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- \* Know emergency evacuation routes and signals.
- \* Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

## **TRAVEL (SCHOOL-SPONSORED)**

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and Student Code of Conduct. Students must

- \* Follow the driver's directions at all times.
- \* Enter and leave the bus in an orderly manner.
- \* Keep feet, books, band instrument cases, and other objects out of the aisle.
- \* Not deface the bus or its equipment.
- \* Not put head, hands, arms or legs out of the window, hold any objects out of the window, or throw objects within or out of the bus.
- \* Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

\*On the day before the scheduled trip, the parent sends a written request that the student be permitted to ride with the parent or an adult designated by the parent.

\*Parents attending an out of town extra-curricular event may sign a permission form and take the student with them upon completion of the activities in which the student is involved.

## **DRESS CODE**

The district's dress code is established to teach hygiene, instill discipline, prevent disruption and avoid safety hazards. Students shall come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. The District prohibits pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy. Also, any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of, or interference with, normal school operations is prohibited.

Students in the Quana Public Schools are expected to dress conducive to high moral and social standards. Violations will be dealt with on an individual basis by the appropriate administrative office. This is to include, but not limited to, the following:

- \* No tank tops or spaghetti straps
- \* No fish net shirts,
- \* Clothing or pictures that depict death, violence, Satanism. Occult, witchcraft, wrestling, or gang involvement are prohibited,
- \* Shorts, dresses and skirts must be no shorter than the tips of the fingers when extended straight down at the side. Shorts must be hemmed. No bicycle shorts and no cutoffs will be permitted,
- \* No midriff shirts or blouses. Shirts must be long enough not to expose skin,
- \* No halter tops, bare backs or low cut outs in the back of shirts,
- \* No earring on boys. No clips or rubber bands in boys' hair,
- \* Earrings on boys will be confiscated and not returned
- \* Tattoos must be covered by clothing and not visible during school activities. The student is responsible for covering the tattoos.
- \* Jeans, pants, or shorts must remain at the natural waistline; no "sagging" allowed. Undergarments must not be exposed
- \* Nose, tongue, and lip ornaments or studs are prohibited,
- \* Thermal underwear worn as outside clothing is prohibited; fashionable rips, tears, or holes are prohibited. Shirts with sleeves removed are prohibited. All styles and types of jeans, shorts, or clothing must be hemmed.
- \* No body piercing with the exception of earrings for girls
- \* Boys hair length must not extend below the bottom of the earlobe on the sides or touching the shirt collar
- \* Students must wear caps and hats with the brim facing the front.
- \* Necklines and armholes must not be revealing
- \* Any type of dress wearing apparel, or hairstyle which, in the judgment of the principal, may be disruptive to the purpose of the school will not be allowed.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity including facial hair and the length of the hair.

### **NON-ACCREDITED SCHOOLS**

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

1. Scores on achievement test(s), which will be administered by appropriate District personnel,
2. Recommendation of the sending school,
3. Prior academic record,
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal

### **RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS:**

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Student Code of Conduct.
6. Serve as appropriate role models for the students on their campuses accordance with the standards of the profession

### **RIGHTS AND RESPONSIBILITIES OF TEACHERS:**

1. Use discipline management techniques developed in the Student Code of Conduct.
2. Ensure good student discipline by being in regular attendance and on time.
3. Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials.
4. Comply with district and school policies, rules, and regulations, and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the District (TEKS).
7. Establish rapport and an effective working relationship with parents, students to strive toward self-discipline.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

GREENBELT SHARED SERVICES ARRANGEMENT  
PO BOX 150  
QUANAH, TEXAS 79252

QUANAH INDEPENDENT SCHOOL DISTRICT  
ANNUAL NOTIFICATION  
CONFIDENTIALITY OF RECORDS

To: Parents and Adult Handicapped Students,

Each campus within the Quanah Independent School District maintains attendance, academic, and health records on all students enrolled in the school. Special education records on all students enrolled in special education and on all students referred for consideration of special education are kept in Quanah, Texas, at Greenbelt Shared Services Arrangement office and are kept under lock. The Director of the Arrangement has responsibility for special eligibility records. In addition, the special education teachers keep in their classroom copies of the individual education plans (IEP) and academic evaluation reports for their assigned students.

There is posted near the file cabinet names of those persons who have a legitimate education interest and therefore, are entitled to access of the records without consent of the parents or adult disabled student. Person with legitimate educational interests are those persons who are assigned responsibility for a portion of the student's education experience, or who have a need to inspect the records for audit purposes. These individuals include designated teachers and support personnel from the Regional Service Centers, Regional School for the Deaf, and Texas Education Agency. Personnel within the public school system whose names are not posted will sign the record of access form on the eligibility folder, stating the date, his/her name, title, agency, and the reason for access to the student's eligibility folder. All other persons must present written consent before access will be permitted, and they must also sign the record of access form.

The Greenbelt Shared Services Arrangement recognizes the rights of parents, adult disabled students and/or their designee as outlined under the Family Educational Rights and Privacy Act of 1974. The policy regarding these rights and administrative procedures are included in Confidentiality of Records. Copies of these policies and administrative procedures are located in the offices of the superintendent and director of special education. The filing of complaints of administrative procedures will follow complaint procedures as established in the policies.

Requests to inspect the special education records will be directed to the Director of the Greenbelt Shared Services Arrangement and an appointment with the appropriate school personnel will be scheduled without unnecessary delay and before any meeting regarding an individual educational plan or hearing. In no case will the appointment be scheduled more than 30 days after the request. Appropriate personnel upon request will interpret any information in the records.

If the parent or adult disabled student requests the deletion or change of any portion of the records, this request will be considered, unless that portion is necessary to document eligibility for services. If the request is denied, the parent or adult disabled student has the right to write a dissent or addition to be included in the records, and/or appeal the decision by following the complaint procedures as established in the Explanation of Procedural Safeguards.

Copies of their student records will be supplied to parent or adult disabled student at their request as expeditiously as possible with a fee of \$.05 per page required. If a student moves, Quanah ISD is required to send all records, including special education records, to the new district within 30 calendar days. Greenbelt SSA is not required to obtain consent to send these records, but we are required to inform you that these records have been sent.

Student's eligibility folders will be maintained within the Shared Services office at least seven years after the cessation of services to students with a disability. After that time, in the event it is planned to destroy these records, written notification will be forwarded to the latest address recorded in each of the eligibility folders no later than three months before the records are scheduled to be destroyed. Written requests not to destroy the special education records from parents or adult handicapped students will be honored.

Areglo de Servicios Compartidos de Greenbelt  
(Greenbelt Shared Services Arrangement)  
P.O. Box 150  
Quanah, Texas 79252

Para: Padres y Estudiantes Adultos con discapacidades

Cada escuela dentro del Distrito Escolar Independiente de Quanah (Quanah Independent School District) mantiene records de asistencia, academia, y salud de cada estudiante que se alista en la escuela. Records de Educacion Especial de todos estudiantes alistados en Educacion Especial y todos estudiantes remitidos para consideracion para educacion especial son guardados en Quanah, Texas, en la oficina de Areglo de Servicios Compartidos de Greenbelt (Greenbelt Shared Services Arrangement) y son guardados con llave. El director del Areglo de Servicios Compartidos (Shared Services Arrangement) tiene la responsabilidad para records de elegibilidades especiales. Tambien las maestras de educacion especial tienen copias en sus salones de las planes de educacion individuales (IEPs) y reportes de evaluaciones academias para estudiantes asignados.

Estan listados cerca del guardadero los nombres de las personas que tengan una interes legitima educacional y que sean titulados para tener acceso a los records sin permiso de los padres o estudiantes adultos con discapacidades. Personas con razones legitimas educacionales son las personas que tienen la responsabilidad por parte de la experiencia educacional de los estudiantes o que tienen la necesidad para inspeccionar los records para razones adulterosos. Estas personas incluye maestras indicados y personal suportables de los Centros de Servicios Regionales (Regional Service Centers), Escuela Regional de Sordos (Regional School for the Deaf), y Agencia de Texas de Educacion (Texas Education Agency). Personal dentro de la systema de la escuela publica que sus nombres no estan listados, van a firmar la forma de record de acceso del record de elegibilidad del estudiante. Todas otras personas necesitan presentar permiso escrito antes que acceso se permite y necesitan que firmar la forma de record de acceso.

El Areglo de Servicios Compartidos de Greenbelt (Greenbelt Special Services Arrangement) reconoce los derechos de padres, estudiantes adultos con discapacidades o sus indicados como son esquimados bajo de Derechos de Familia Educacionales (Family Educational Rights) y Acto de Aislamiento de 1974 (Privacy Act of 1974). La politica tocante de estos derechos y procedimiento administrativos son incluidos en Records Condificenciales. Copias de estas politicas y procedimientos administrativos son localizadas en las oficinas de el superintendente y director de educacion especial. Los acciones de archivar quejas de procedimientos administrativos siguen procedimientos de quejas como estan estabilisados en las politicas.

Solicitaciones para inspeccionar los records de educacion especial seran dirigidas

al Director del Areglo de Servicios Compartidos de Greenbelt (Greenbelt Special Services Arrangement) y una cita con personal apropiada sera listada sin tardar necesariamente y antes de una cita que reconoce el plan de educacion individualmente o corte. En no caso la cita sera listada en dentro de 30 dias despues de la solicitud. Personal apropiada por solicitud intrepertaran cualquier informacion en el record.

Si el padre o estudiante adulto con discapacidades solicita borrar o cambiar cualquier parte del record, esta solicitud sera considerada, a menos que esa parte es necesaria para documentar elegibilidad para servicios. Si la solicitud sea denegacion, el padre o estudiante adulto con discapacidades teine la derecha a escribir un desintimiento o agregacion que sea incluido en los records, y/o apelar la decision siguiendo los procedimientos de quejas como estan establecidos en el Explicacion de Procedales de Salvaguardias (Explanation of Procedural Safeguards).

A instancias de padres o estudiantes adultos con discapacidades copias de records de sus estudiantes sean dadas lo mas pronto posible con un requerimiento de \$.05 por pagina. Si el estudiante se mueve, Quanah ISD tiene que enviar todos los records, incluyendo records de educacion especial, al nuevo distrito dentro de 30 dias de calendario. Areglos de Servicios Compartidos (Greenbelt SSA) no necesita obtener consentimiento para mandar estos records, pero tienen que informar a Ud. que estos records se han enviado.

Records de elegibilidad de estudiantes seran mantenidos dentro la oficina de Servicios Compartidos (Shared Services) si quiera siete anos despues de cesacion de servicios de estudiantes con discapacidades. Despues de ese tiempo, en el evento que se hacen planes de destruir estos records, notificacion escrita sera enviado al ultimo direccion documentado en cada record de elegibilidad dentro de tres meses antes que el record sera listado para destruir. Solicitaciones escritas a no destruir records de educacion especial de padres o estudiantes adultos con discapacidades seran honrados.

### **NOTICE OF RIGHTS FOR DISABLED STUDENTS AND THEIR PARENTS UNDER §504 OF THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504", is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, §504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under §504, a student is considered "disabled" if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing hearing, breathing, working, and performing manual tasks. Section §504 also applies to students with a record of having a substantially-limiting impairment, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services.

The purpose of the Notice is to inform parents and student of the rights granted them under 504. The federal regulations that implement §504 are found at Title 34, part 104 of the code of Federal Regulations (CFR) and entitle parents of eligible students, and the students themselves, to the following rights:

1. You have the right to be informed about your rights under §504. [34 CFR 104.32] The School District must provide you with written notice of your rights under §504 (this document represents written notice of rights as required under §504). If you need further explanation or clarification of any rights described in this Notice, contact appropriate staff persons at the District's §504 Office and they will assist you in understanding your rights.
2. Under §504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met. [34 CFR 104.33].
3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student that becomes eligible for services under §504. [34 CFR 104.33].
4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR 104.33].
5. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students. [34 CFR 104.34].
6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under §504, and also before every subsequent significant change in placement. [34 CFR 104.35].
7. If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of §504 regarding test validity, proper method of administration, and appropriate test selection. [34 CFR 104.35]. The District will consider information from a variety of sources in making its determination, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations, and scores on TEAMS/TAAS tests, among others. [34 CFR 104.35].
8. Placement decisions regarding your child must be made by a group of persons (a §504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent appropriate, disabled children should be educated with non-disabled children. [34 CFR 104.35].
9. If your child is eligible for services under §504, he or she has a right to periodic evaluations to determine if there has been a change in educational need. Generally, an evaluation will take place at least every three years. [34 CFR 104.36].
10. You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child. [34 CFR 104.36].
11. You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation and placement of your child under §504). [34 CFR 104.36].
12. You have the right to an impartial due process hearing if you wish to contest any action of the District with regard to your child's identification, evaluation, or placement under §504. [34 CFR 104.36]. You have the right to participate personally at the hearing, and to be represented by an attorney, if you wish to hire one.
13. If you wish to contest an action taken by the §504 Committee by means of an impartial due process hearing, you must submit a Notice of Appeal or a Request for Hearing to the District's §504 Coordinator at the address below:  
Kathy Gaebler  
Box 150  
Quanah, Texas 79252  
940-663-6321 (Call Collect)  
A date will be set for the hearing and an impartial hearing officer will be appointed.  
You will then be notified in writing of the hearing date, time, and place.
14. If you disagree with the decision of the hearing officer, you have a right to seek a review of that decision before a court of competent jurisdiction (normally, your closest federal district court.)

15. With respect to other issues surrounding your child's education that do not specifically involve identification, evaluation, or placement, you have a right to present a grievance or complaint to the District's §504 Coordinator (or their designee), who will then investigate the situation, taking into account the nature of the complaint and all necessary factors, in an effort to arrive at a fair and speedy resolution.

16. You also have a right to file a complaint with the Office for Civil Rights (OCR) of the Department of Education. The address of the OCR Regional Office that covers Texas is:

Director  
Office for Civil Rights, Region VI  
1999 Bryan Street, Suite 2600  
Dallas, Texas 75201  
(214) 880-2459

## **EQUAL EDUCATIONAL OPPORTUNITIES**

### **TITLE IX AND CIVIL RIGHTS COORDINATOR**

The District designates the following to coordinate its efforts to comply with Title IX of Education Amendments of 1972 as amended and grievance procedures for students which addresses discrimination based on race, color, national origin, sex, handicap, or LEP.

Terry Allen, Superintendent  
403 Main  
Quanah, Texas 79252  
phone (940) 663-2281

### **TITLE IX AND CIVIL RIGHTS COMPLAINTS**

The procedure to report and appeal a student's complaint alleging discrimination in violation of Title IX of the Educational Amendments of Civil Rights, Sec. 104.7 (b) and Sec. 106.8 (b). can be found in the board policy manual FNCJ (LOCAL). Each campus and the Superintendent has a copy of the policy.

### **THE INTEGRATED PEST MANAGEMENT PROGRAM**

The Integrated Pest Management School Program was enacted into law by the 72nd Legislative Session. This program comes under the jurisdiction of the Texas Pest Control Act 135b-6. The provisions of Section 4J are as follows:

(A) The Structural Pest Control Board shall establish standards for integrated pest management program (IPM) for the use of pesticides, herbicides, and other chemical agents to control pests, rodents and insects.

(B) Each school district shall, on or before September 1, 1995, adopt an IPM program that incorporates the standards developed by the board.

(C) The board shall use an existing advisory committee or create a new advisory committee to assist the board in developing the standards for the IPM program. In developing the standards the advisory committee shall consult with a person knowledgeable in the area of IPM in schools.

(D) The board shall include in standards adopted under this section:

(1) A requirement that the least toxic methods available to control pests, rodents, insects, and weeds be used; and

(2) A list of products that a school district is allowed to use in its applications.

(E) The board shall require that a pesticide may be applied to a school building or on grounds only during period in which students are not expected to be present for normal academic instruction or organized extracurricular activities for at least 12 hours after the application.

All school districts are required to place the following statement in their student handbook or in student handouts at the start of each school year: This school periodically applies pesticides. Information

concerning these applications may be obtained from Jack Campsey, Quanah High School Principal, 940-663-2791.

Any school personnel that makes application on a routine basis of any pesticides, insecticides or herbicides at a school or on school property must be either a licensed noncommercial applicator or a technician. The Board will be reviewing and setting standards in the near future for the technician category in noncommercial certified applicator.

A notification of pest control treatment must be posted at least 48 hours in advance. The purpose of the notice is to inform employees and faculty that a pest control treatment will be done. Also, a consumer information sheet must be provided to any employee upon request. Students may not re-enter a treated area for at least 12 hours following application. Students cannot use outside application areas for 12 hours following treatment. These reentry restrictions apply to normal academic and extracurricular activities.

All pest control use records shall be maintained on the employer's premises for two years. The records must include the name and address of customer (supervisor), name of pesticides or devices used, amounts or pesticides or devices used, percent in solution of pesticides used, purpose for which the pesticides or devices were used (target pest), date pesticides or devices were used. The records must be made available to an employee of the Structural Pest Control Board upon request.

The Structural Pest Control Board would like to thank you for your support of the Integrated Pest Management program. Please contact our office with any questions or suggestions for the IPM Committee. Please call

(512) 835-4066 or write the Texas Structural Pest Control Board, 9101 Burnet Road #201, Austin, Texas 78758.

## **STUDENT CODE OF CONDUCT**

### **THE PURPOSE OF THE STUDENT CODE OF CONDUCT**

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

The Student Code of Conduct that follows is the district's specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the district to define misconduct that may or must result in a range of specific disciplinary consequences. This code is an outgrowth of collaboration among district and campus staff, parents, and other community members. This code, adopted by the Board of Trustees provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

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

### **CAMPUS DISCIPLINE PERSON:**

The campus discipline person(s) on each campus shall be the principal or designee. Duties shall include the authority to:

1. Assess and implement the campus Student Code of Conduct.
2. Remove a student from campus for compelling non-disciplinary reasons or pending a hearing.
3. Refer students to school-community guidance centers, if available.
4. Remove students to alternative education programs.

### **COMMUNITY INVOLVEMENT**

The Reagan School Student Code of Conduct is based on the model produced by TASB. The SBDM, consisting of select teachers, administrators, parents, community members and business representatives, were requested to review and approve the plan submitted here.

### **SCHOOL DISTRICT AUTHORITY and JURISDICTION**

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

The district has disciplinary authority over a student:

- \* During the regular school day and while the student is going to and from school on district transportation;
- \* During lunch periods in which a student is allowed to leave campus;
- \* While the student is in attendance at any school-related activity, regardless of time or location;
- \* For any school-related misconduct, regardless of time or location;
- \* When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
- \* When criminal mischief is committed on or off school property or at a school-related event;

- \* For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
- \* For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas.

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

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.

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

## **STANDARDS FOR STUDENT CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- \*Demonstrate courtesy and respect for others even when others do not.
- \*Behave in a responsible manner, always exercising self-discipline.
- \*Attend all classes regularly and on time.
- \*Prepare for each class; take appropriate materials and assignments to class.
- \*Be well-groomed and dress appropriately; meet District or campus standards of grooming and dress.
- \*Obey all campus and classroom rules.
- \*Respect the rights and privileges of other students and of teachers and other District staff.
- \*Respect the property of others, including District property and facilities.
- \*Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- \*Avoid violations of the Student Code of Conduct.
- \*Pay required fees and fines
- \*Cooperate with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

## **GENERAL MISCONDUCT VIOLATIONS**

The categories of conduct listed below are prohibited at school and all school-related activities, but the list does not include all possible offenses. In the subsequent sections on Suspension, DAEP Placement, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in removal from the regular educational setting.

## **BEHAVIORS**

The following behaviors are prohibited at all school and school related activities  
Students are prohibited from:

- \*Possessing any weapon such as a firearm, knife, etc.
- \*Cheating or copying work of another,
- \*Throwing objects that can cause bodily injury or property damage,
- \*Leaving school grounds or school-sponsored events without permission,
- \*Directing profanity, vulgar language, or obscene gestures toward other students or District employees
- \*Scuffling or fighting,
- \*Damaging or vandalizing property owned by others,

- \*Defacing or damaging school property- including textbooks, furniture, and other equipment with graffiti or by other means,
- \*Disobeying school rules about conduct on school buses,
- \*Engaging in bullying or harassment,
- \*Possessing fireworks of any kind, smoke or stink bombs or any other pyrotechnic device,
- \*Discharging a fire extinguisher,
- \*Pulling a fire alarm,
- \*Possessing razors, switchblades, box cutters, chains, or any other objects used in a way that threatens or inflicts bodily injury to another person,
- \*Possessing or selling "look-alike" weapons,
- \*Hazing,
- \*Failing to comply with directives given by school personnel,
- \*Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force,
- \*Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code. (Felony robbery or theft offenses are addressed later in the Student Code of Conduct.)
- \*Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reason to believe will substantially disrupt the school program or incite violence,
- \*Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence,
- \*Engaging in inappropriate physical or sexual contact,
- \*Inappropriate or indecent exposure of a student's body part,
- \*Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct; including requests for sexual favors,
- \*Possessing air guns or BB guns,
- \*Possessing mace or pepper spray,
- \*Possessing or using articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists,
- \*Gambling,
- \*Making bomb threats,
- \*Making false threats, hoaxes, or accusations regarding school safety,
- \*Possessing or using matches or a lighter,
- \*Possessing, smoking, or using tobacco products,
- \*Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband,
- \*Possessing or selling seeds or pieces of marijuana in less than an usable amount,
- \*Possession a paging device or cellular telephone,
- \*Behaving in any way that disrupts the school environment or educational process,
- \*Violating safety rules,
- \*Possessing, using, giving, or selling paraphernalia related to any prohibited substance,
- \*Possessing or using a laser pointer for other than an approved use,
- \*Using the Internet to threaten students, employees, or cause disruption to the educational program,
- \*Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal,
- \*Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or school property,
- \*Possessing pornographic material,
- \*Violating extracurricular standards of behavior,
- \*Violating dress and grooming standards, and/or
- \*Repeatedly violating other communicated campus or classroom standards or behavior.

## **DISRUPTIONS**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person --student or non-student-- who:

- \* Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- \* Interferes with an authorized activity by seizing control of all or part of the building.
- \* Uses force, violence or threats in an attempt to prevent participation in an authorized assembly, cause a disruption during an assembly, or prevent people from entering or leaving District property.
- \* Interferes with the movement of people at an exit or an entrance to District property.
- \* Interferes with the transportation of students in District vehicles.
- \* Disrupts classes while on District property or public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.

## **Possession of Telecommunications Devices**

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day without permission from the principal or teacher.

## **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE**

A student, whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment will be subject to disciplinary action. School rules and the authority of the district to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation.
2. During lunch period in which a student is allowed to leave campus.
3. While the student is participating in any activity during the school day on school grounds.
4. While the student is in attendance at any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee is involved, either on or off school property;
7. When the student commits a felony, as provided by Texas Education Code 37.006;
8. When criminal mischief is committed on or off school property or at a school-related event.

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

\* The District has the right to search a student's locker whenever there is reasonable cause to believe that it contains articles or materials prohibited by the District.

\*The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgement of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school

environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents.

## **DISCIPLINE MANAGEMENT TECHNIQUES**

The following discipline management techniques may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:

- \* Oral correction
- \* Cooling-off or "time-out"
- \* Seating changes in the classroom
- \* Counseling by teachers, counselors, or administrative personnel
- \* Parent-teacher conferences
- \* Temporary confiscation of items that disrupt the educational process
- \* Grade reductions as permitted by policy
- \* Rewards or demerits
- \* Behavioral contracts
- \* Sending the student to the office or other assigned area
- \* Detention
- \* Assigned school duties other than class tasks
- \* Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding an honor or office
- \* Techniques or penalties identified in individual student organizations' extracurricular standards of behavior
- \* Withdrawing or restricting bus privileges
- \* School-assessed and school-administered probation
- \* In-school suspension
- \* Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district
- \* Other strategies and consequences as specified by the Student Code of Conduct
- \* Out-of-school suspension
- \* Placement in a Disciplinary Alternative Education Placement

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

## **CONSEQUENCES**

General misconduct previously identified will result in application of one or more discipline management techniques listed in the previous section. State law requires that the violation be reported to the principal or other appropriate administrator who must send notification to the parent or guardian within 24 hours of receiving the report.

## **DETENTION**

For minor infractions of the code of conduct or other policies and regulations, teachers may detain students. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident. Students will be allowed to notify a parent if necessary. If detention is to extend after 3:30, notice shall first be given to the student's parent or legal guardian to inform the parent of the reason for the detention and permit arrangements for the necessary transportation of the student. The student's parent or guardian, if the student is a minor, will be required to provide transportation when the student has been assigned to detention.

## **CORPORAL PUNISHMENT**

Corporal punishment is permitted in order to preserve an effective educational environment, free from disruption. Corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Certain factors may be taken into consideration when corporal punishment is administered. These factors include the size, age, and physical, mental, and emotional condition of the student; the type of instrument to be used; and the date and time of the punishment. Disciplinary records shall be made available to parents or the student, whichever is appropriate.

A disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of the punishment. Disciplinary records shall be made available to parents or the students, whichever is appropriate.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines

1. The student will be told of the reason corporal punishment is being administered.
2. The school principal, assistant principal, or a teacher may administer corporal punishment.
3. The instrument to be used in administering corporal punishment shall be approved by the principal or designee.
4. When corporal punishment is administered, it shall be done in the presence of one other District professional employee and shall take place out of view of other students.

## **IN-SCHOOL SUSPENSION**

### **RULES**

1. Each student assigned to in-school suspension will report at 8:00 a.m. the day or days of that assignment
2. Assignment will be from 8:00 a.m. until 3:30 p.m. each day.
3. Students shall bring only textbooks, notebook paper, pencil, and pen.
4. Lunches may be purchased from the cafeteria. A student cannot bring a lunch or have a lunch delivered. Lunch will be eaten in the ISS room.
5. Class assignments will be brought to you by the teachers or principal, and the completion of that work will be the same as required in the classroom.
6. A student may not participate in or attend any school activity while assigned to ISS.

## **DISCRETIONARY REMOVAL**

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

## **FORMAL REMOVAL BY A TEACHER**

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is or unruly, disruptive, or abusive that the teacher cannot teach. (Education Code Chapter 37, Sec.37.002(b))

If a teacher removes a student from class, the principal may place the student into another appropriate classroom, into in-school suspension, or into a disciplinary alternative education program. **The principal may not return the student to that teacher's class without the teacher's consent** unless the committee established under Section 37.002(a, b, c &d) determines that such placement is the best or only alternative available.

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

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

If the violation results in formal removal, the principal or other appropriate administrator will schedule a conference within three school days with the student's parent, the teacher, and the student. After the conference, the principal will notify the student of the consequences of the Student Code of Conduct violation. When a student is removed from the regular classroom and a hearing is pending, the principal may place a student in:

\*Another appropriate classroom

\*In-school suspension

\*A disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and will be provided instruction in the core subjects. Counseling will also be provided to the student.

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

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

## **REMOVAL FROM REGULAR EDUCATIONAL SETTING**

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

## **SUSPENSION AND/OR PLACEMENT IN AN ALTERNATIVE EDUCATIONAL PROGRAM**

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

- \* The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
- \* The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn. (Education Code, Chapter 37.Sec.37.002(b))

If a teacher removes a student from class under this Subsection, the principal may place the student into another appropriate classroom, into in-school suspension, or into a disciplinary alternative education program. The principal may not return the student to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available.

## **BEHAVIORS**

Students may be suspended for any reason that also requires placement in a Disciplinary Alternative Education Program. The principal will recommend placing students in a Disciplinary Alternative Education Program who are found to be:

- \*Involved in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- \*Involved in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret, society or gang.

A student must be placed in a Disciplinary Alternative Education Program if the student commits any of the following offenses on school property or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property unless otherwise stated. The student may be suspended pending a hearing for:

- \* Engaging in expellable conduct if the student is between 6 years and 10 years of age
- \* Committing an assault
- \* Making a terrorist threat
- \* Selling, giving, delivering, possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug if such conduct is not punishable as felony offense. (School-related felony drug offenses are addressed in the expulsion section in this Student Code of Conduct).
- \* Selling, giving, or delivering an alcoholic beverage; committing a serious act or offense while under the influence of alcohol, if such conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the expulsion section in this Student Code of Conduct).
- \* Behaving in a manner that contains the elements of an offense relating to inhaling glue or aerosol paint or relating to volatile chemicals.
- \* Behaving in a manner that contains the elements of the offense of indecent exposure or public lewdness.
- \* Engaging in conduct punishable as a felony regardless of where or when the conduct occurs. (Certain felony offenses committed on school property or at school-related activities are expellable offenses and are addressed in the expulsion section of the Student Code of Conduct).
- \* Engaging in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs. (Committing retaliation in combinations with another expellable offense is addressed in the expulsion section of the Student Code of Conduct).
- \* Engaging in conduct defined as a felony offense in Title 5 of the Penal Code if:

1. The student receives deferred prosecution under Section 53.03 of the Family Code for the offense  
or
  2. The court of jury finds that the student has engaged in delinquent conduct under Section 54.03 of the Family Code.  
or
  3. The Superintendent or designee has reasonable belief that the student has engaged in felony conduct addressed in Title 5.
- \* Title 5 offenses against a person include murder, capital murder, manslaughter, criminally negligent homicide, kidnapping, aggravated kidnapping, indecency with a child, sexual assault, aggravated assault, aggravated sexual assault, injury to a child, elderly individual, or disabled individual, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide, tampering with a consumer product.

In an emergency, the principal or the principal's designee may order the immediate placement of a student for the following reasons:

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

## **SUSPENSION**

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

A student who is to be suspended will be given an informal hearing by the principal or appropriate administrator advising the student of the conduct with which he or she is charged and giving the student the opportunity to explain his or her version of the incident.

The duration of a student's suspension, which cannot exceed three school days will be determined by the principal or other appropriate administrator.

The principal or other appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and non-curricular activities.

## **REMOVAL TO AN ALTERNATIVE EDUCATION PROGRAM**

The Board delegates to the Principal the authority to remove a student to a Disciplinary Alternative Education Program. The (Superintendent) will determine the duration of a student's placement in a Disciplinary Alternative Education Program.

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

Within three school days of receiving the Student Code of Conduct violation report, the principal will schedule a hearing with the student's parent, teacher, and the student.

An administrator may remove a student and recommend placement in the Disciplinary Alternative Education Program. The principal will schedule a hearing with the student's parents and the student. Until a hearing can be held as a result of a formal teacher removal or administrator removal, the principal may place a student in:

\*Another appropriate classroom

\*In-school suspension

\*A Disciplinary Alternative Education Program in which the student must be separate from the other students for the entire school program day and will be provided instruction in the core subjects. Counseling will also be provided to the student. Every student placed in an Alternative Education Program will upon entry to the classroom be required to submit to a physical search for illegal contraband or weapons

At the hearing, the principal will explain the allegations against the student and give the student an opportunity to explain his or her version of the incident. Parental question or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate and in accordance with policy.

State law does not permit students who are in a Disciplinary Alternative Education Program as a result of committing a violation, according to state law, requiring placement in an Alternative Education Program to participate in any school-sponsored or school-related extracurricular and non-curricular activities.

The following restrictions for school-sponsored or school-related extracurricular and non-curricular activities apply to students placed in a disciplinary Alternative Education Program who have committed violations other than the state mandated violations, according to state law, requiring placement in a Disciplinary Alternative Education Program. Students placed in the Disciplinary Alternative Education Program will be provided transportation.

If placement in a Disciplinary Alternative Education Program extends beyond the end of the next grading period, the student and/or the student's parent or guardian will be given notice and the opportunity to participate in a proceeding before the superintendent. Any decision made on a student's appeal by the superintendent cannot be appealed. The superintendent will provide a student placed in a Disciplinary Alternative Education Program a review of the student's status at intervals not to exceed 120 days. At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without that teacher's consent.

For placement in a Disciplinary Alternative education Program to extend beyond the end of the school year, the superintendent must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others or will be detrimental to the learning process.
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.
3. The Superintendent or designee has a reasonable belief that a student has engaged in conduct defined as a felony offense other than those defined in Title 5 of the Penal Code (offenses against a person).

## **EXPULSION**

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

\*Criminal mischief, if punishable as a felony whether committed on or off school property or at a school-related event.

\*Serious or persistent misbehavior if a student is already in a Disciplinary Alternative Education Program and continues to violate the district's Student Code of Conduct.

The district defines "persistent" to be two or more violations of the Student Code of Conduct in general or repeated occurrences of the same violation. Serious offenses include, but are not limited to the following:

1. Assault of a teacher or other individual
2. Retaliation against a school employee
3. Murder, capital murder, or criminal attempt to commit murder
4. Indecency with a child
5. Kidnapping
6. Arson
7. Possession of a firearm
8. Possession of a prohibited knife
9. Possession of a club
10. Possession of a prohibited weapon
11. The use, gift, sale, delivery, possession, or being under the influence of alcohol, marijuana, other controlled substance, dangerous drugs, or inhaling glue or volatile chemicals not constituting a felony
12. Engaging in conduct that constitutes criminal mischief
13. Vandalism
14. Robbery or theft
15. Extortion, coercion, or blackmail
16. Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities
17. Hazing
18. Insubordination
19. Profanity, vulgar language, or obscene gestures directed toward teachers or other school employees
20. Fighting, committing physical abuse, or threatening physical abuse
21. Sexual harassment of a student or District employee
22. Possession of or conspiring to possess any explosive device
23. Falsification of records, passes, or other school-related documents
24. Possession or distribution of pornographic materials
25. Leaving school grounds without permission
26. Making or assisting in making threats, including threats to individuals and bomb threats
27. Refusal to accept discipline management techniques proposed by the teacher or principal
28. Criminal mischief, if punishable as a felony, whether committed on or off school property or at a school-related activity

\*A student under 10 years of age must not be expelled.

\*If a student under 10 years of age engages in expellable conduct, the student must be placed in an Alternative Education Program.

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

\* A firearm violation, as defined by federal law.

Firearm under federal law includes:

- A. Any weapon (including starter gun) which will or is designed to or which may readily be converted to expel a projectile by the action explosive
- B. The frame or receiver of any such weapon
- C. Any firearm muffler or firearm weapon
- D. Any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade.

\*Use, exhibition, or possession of the following, under the Texas Penal Code:

1. A firearm
2. An illegal knife, such as a knife with a blade over 5 1/2 inches; hand instrument, designed to cut or stab another by being thrown; dagger; including but no limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear
3. A club
4. A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor piercing ammunition; a chemical dispensing device; or a zip gun

\*Behavior containing the elements of the following under the Texas Penal Code:

1. Aggravated assault, sexual assault, or aggravated sexual assault
2. Arson
3. Murder, capital murder, or criminal attempt to commit murder
4. Indecency with a child
5. Aggravated kidnapping
6. Behavior related to an alcohol or drug offense that could be punishable as a felony
7. Retaliation against a school employee combined with one of the above listed offenses on or off school property or at a school-related activity.

In an emergency, the principal or designee may order the immediate removal of a student for the following reasons:

- \* Emergency expulsion when people or property are in imminent harm
- \* Emergency removal. A student who exhibits certain conditions or behaviors may be removed from the regular classroom, campus, or disciplinary Alternative Education Program. Such conditions may include:

1. Being under the influence of alcohol or drugs
2. Being highly agitated
3. Suffering from any other condition that temporarily threatens the student's welfare, other individuals' welfare, or the efficient operation of the school

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

The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parents, the teacher, and the student. The student's parent or guardian will be invited in writing to attend the hearing.

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

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

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

1. The right to an adult representative who is not a district employee or legal counsel who can provide guidance to the student
2. Opportunities to testify and to present evidence and witnesses in the student's defense
3. An opportunity to question the district's witnesses

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

The Board or designee on a case-by-case basis will determine the duration of a student's expulsion. Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No district academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program).

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

When an emergency expulsion occurs, the student will be given oral notice of the reason for the action. Within a reasonable amount of time after the emergency expulsion, the student will be given an appropriate due process required for a student facing expulsion. If emergency expulsion involves a student with disabilities who receives special education services; the term of the student's emergency expulsion is subject to the requirements of federal law.

A student who is removed for emergency removal will be released to the student's parent, parent's representatives, medical providers, or law enforcement authorities. The removal will be limited to no more than five days.

## **SMOKING**

Students may not smoke, use, or possess tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

## **STUDENT CONDUCT ON SCHOOL BUSES**

The following procedures will be followed when a discipline concern arises on a bus serving a regular route or extracurricular activity:

- 1st offense: warning and a letter from the principal to parents,
- 2nd offense: suspension from riding the bus for 3 days,
- 3rd offense: suspension from riding the bus for 2 weeks,
- 4th offense: suspension from riding the bus for the balance of the school year.

In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time. Flagrant misbehavior could result in immediate removal from the bus. Restitution for any damages incurred must be made before returning to the bus.

## **GRAFFITI**

Graffiti on a school is a prohibited offense and is considered a felony punishable by imprisonment in a state jail.

## **PAGING DEVICES, INCLUDING CELLULAR TELEPHONES**

Students shall not possess a paging device, including cellular telephones, while on school property during school hours, unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Paging devices will be confiscated if brought onto school property by students. Students' parents may reclaim the pager by paying a fee of \$15. This fee has been set by the school board. Students will not bring CD players or tape players/recorders to class without the teacher's permission.

## **LASER POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

## **TOBACCO USE**

The use of tobacco products by students is prohibited on all campuses. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, on school premises or at school related activities.

Penalty for violation of this policy shall be as follows: a conference shall be held with the student with appropriate discipline to be given at the discretion of the principal. Parents shall be contacted and informed of the tobacco.

## **DRUG AND/OR ALCOHOL USE**

No student shall possess, use, transmit, or attempt to possess, use or transit, or be under the influence of, any of the following substances on school premises during any school term or off school premises at a school related activity, function or event:

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

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions breath or speech.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this rule.

## Glossary

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

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

**Arson** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

- \* Any building, habitation, or vehicle; or
- \* Any vegetation, fence, or structure on open-space land.

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

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

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

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

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

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

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

**Harassment** is:

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

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

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

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

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

**Sexual assault** is defined as intentionally or knowingly causing physical sexual contact with another person without that person's consent.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product.

**ACKNOWLEDGEMENT FORM**

My child and I have received a copy of the Quanah Independent School District Student Handbook and the Student Code of Conduct for 2006-2007. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that federal law and state law require that 'directory information' on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed with ten school days of the time this handbook was given to my child.

Directory information includes my child's

- 1. Name,
- 2. Address,
- 3. Telephone number,
- 4. Date and place of birth,
- 5. Photograph,
- 6. Participation in officially recognized activities and sports,
- 7. Weight and height of members of athletic teams,
- 8. Dates of attendance,
- 9. Grade level,
- 10. Enrollment status,
- 11. Honors and awards received in school,
- 12. Most recent previous school attended, and
- 13. E-mail address.

In exercising my right to limit release of this information, I have marked the items of directory information listed that I direct the District to withhold about my child.

Print name of the student: \_\_\_\_\_

Signature of the student: \_\_\_\_\_

Signature of the parent: \_\_\_\_\_

Date: \_\_\_\_\_

Reagan Elementary School  
Parent/Student/Teacher Compact

Reagan Elementary is committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together.

This compact is a voluntary agreement of commitment to help your child succeed in school by promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

**As a parent, I agree to:**

- \* Encourage good study habits at home.
- \* Open communication between our home and the school and to respond promptly to notes of concern
- \* Help my child resolve conflicts in a positive way.
- \* Monitor after school activities to provide adequate home study time.
- \* Show support for my child and the school staff with respect to individual differences.

**As a student, I agree to:**

- \* Attend school regularly, unless I am sick.
- \* Try to do my best in all that I do in work and behavior, and be responsible for my own behavior choices.
- \* Respect and cooperate with other students and adults and show respect for adult authority.
- \* Not be afraid to ask for help when I need it.
- \* Complete all my assignments on time, class work as well as homework.

**As a teacher, I agree to:**

- \* Provide a positive learning environment.
- \* Use methods and techniques that work best for my class.
- \* Communicate effectively with my students and their parents and encourage parent response.
- \* Provide information to the parent and the student on the student's progress.
- \* Help each student grow to his/her fullest potential by providing a high quality curriculum.

**AS A TEAM, WE CAN WORK TOGETHER TO CARRY OUT THIS AGREEMENT.**

Please feel free to meet with us at any time to discuss your child's needs or experiences at Reagan Elementary on any of the topics listed below.

- Class assignments
- TAKS
- Other

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Electronic Communication and Data Management

### Inappropriate Uses:

- \* Using the system for any illegal purpose.
- \* Borrowing someone's account without permission.
- \* Posting personal information about yourself or others (such as addresses and phone numbers)
- \* Downloading or using copyrighted information without permission from the copyright holder.
- \* Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- \* Wasting school resources through the improper use of the computer system.
- \* Gaining unauthorized access to restricted information or resources.

### Consequences for Inappropriate Use:

- \* Suspension of access to the system.
- \* Revocation of the computer system account; or
- \* Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

---

### Student

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: Reagan Elementary School

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Electronic Communication and Data Management**

**Parent or Guardian**

\_\_\_\_ I do not give permission for my child to participate in the District’s electronic communications system.

\*\*\*\*\*

I have read the District’s electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District’s electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, for inability to use, the system, including, without limitation, the type of damage identified in the District’s policy and administrative regulations.

\_\_\_\_ I give permission for my child to participate in the District’s electronic communications system and certify that the information contained on this form is correct.

Signature of Parent or Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## **Notification of Rights under FERPA**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible 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 school 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, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District 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 20202-5920

## **To Students and Parents:**

Welcome to school year 2006-2007! Teachers and other school staff members want this year to be an especially good one for each child, with many interesting learning experiences. For this to happen, we all have to work together: students, parents, and teachers. This Student and Parent Handbook is designed to help us do this.

In parts of the handbook please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Quanah ISD Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. That document begins on page 37.

The Student and Parent Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect the Student and Parent Handbook provisions will be made available to student and parents through the web page or the local newspaper. These changes will be included in the annual update.

In case of conflict between Board policy and the Student Code of Conduct and any provisions of Student and Parent Handbook, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. A copy of the District's Policy Manual is available in the principal's office or the administration office.

To ensure that parents and students have received the Student and Parent Handbook and the Student Code of Conduct, each student and parent annually shall sign that they have received and read these documents and acknowledge the outlined responsibilities.

Parents who object to the release of "directory information" on their child(ren) must promptly notify the District.

A form for acknowledgement of the Handbook, Code of Conduct and notice to the District regarding directory information is printed on the back. Please sign, date and return to the principal.