



Goose Creek Consolidated Independent School District

# Student/Parent Handbook

2021-2022





Fall 2021

Dear Students and Parents/Guardians:

On behalf of our Board of Trustees, administrators, teachers and staff, welcome to the 2021-2022 school year.

Providing a safe and orderly school setting for our students is an important part of cultivating an environment of academic excellence. Goose Creek CISD is committed to working with you to ensure student's success, as well as celebrating it with you.

This Student/Parent Handbook includes the Student Code of Conduct, which outlines the District's Discipline Management Plan. Required by State law, the handbook outlines the basic rules and expectations for student behavior and consequences used when these expectations are not met. The information included in the handbook and the Student Code of Conduct is based on State law, local Board policies and Goose Creek CISD Administrative Guidelines. The handbook is approved by the Board of Trustees annually.

Please refer to the Student/Parent Handbook whenever you have a question or concern and be aware of specific rules and regulations that apply to your child's school so that you may comply with campus-level policies and expectations.

If you have any questions, please contact your child's principal as we have found that most issues may be resolved at the point of origin.

Best wishes for a Safe and productive school year!

Sincerely,

A handwritten signature in black ink that reads "Randal O'Brien".

Randal O'Brien, Ed.D.  
Superintendent of Schools  
Goose Creek Consolidated Independent School District

## PREFACE

The 2021-2022 Goose Creek Consolidated Independent School District Student/Parent Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Each student and parent should be familiar with the policies and procedures outlined in this Student/Parent Handbook and will be required to sign a statement (the *Acknowledgement Form* located on the last page of the Code of Conduct). The signature indicates that each student and parent have reviewed and read the Student/Parent Handbook and the Student Code of Conduct. The Student/Parent Handbook and Student Code of Conduct are located on the Goose Creek CISD web page at [www.gccisd.net](http://www.gccisd.net) under the Parent section.

The Student/Parent Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of the Student/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.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this 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. Also, please complete and return the parental acknowledgement form located at the last page of this handbook.

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**Goose Creek Consolidated Independent School District**

**Our Administration**

<b>Superintendent of Schools</b>	<b>Dr. Randal O'Brien</b>
<b>Deputy Superintendent of Administrative Services</b>	<b>Dr. Demetrius McCall</b>
<b>Deputy Superintendent of Curriculum and Instruction</b>	<b>Susan Jackson</b>
<b>Assistant Superintendent of Human Resources</b>	<b>Eloy Chapa</b>
<b>Executive Director of Strategic Planning and Innovation</b>	<b>Matt Bolinger</b>
<b>Area Executive Director of Campus Leadership</b>	<b>Kevin Foxworth</b>
<b>Area Executive Director of Campus Leadership</b>	<b>Karen Thomas</b>
<b>Area Executive Director of Campus Leadership</b>	<b>Dr. Sandy Conklin</b>
<b>Chief Financial Officer</b>	<b>Brigitte Clark</b>
<b>Chief Technology Officer</b>	<b>Matt Flood</b>
<b>Chief of Operations officer</b>	<b>Dr. Anthony Price</b>
<b>Chief of Police</b>	<b>Davis Smith</b>
<b>Senior Director of Transportation and Special Projects</b>	<b>Rick Walterscheid</b>
<b>Director of Curriculum and Instruction (Secondary)</b>	<b>Dr. Ellen Akers</b>
<b>Director of Curriculum and Instruction (Elementary)</b>	<b>Livia Callahan</b>
<b>Director of Counseling and College &amp; Career Readiness</b>	<b>Kimberly Bernard-Fox</b>
<b>Director of Technology Services</b>	<b>Kevin Billings</b>
<b>Director of Marketing</b>	<b>Kendall David</b>
<b>Director of Early Childhood</b>	<b>Tammy Davis</b>
<b>Director of Student Services</b>	<b>Araceli De La Cruz</b>

<b>Director Career and Technical Education</b>	<b>Renea Dillon</b>
<b>Director of Food Service</b>	<b>Natalie Edwards</b>
<b>Director of Education Foundation</b>	<b>Erika Foster</b>
<b>Director of Facilities Planning and Construction</b>	<b>Brenda Garcia</b>
<b>Director of Information Systems</b>	<b>TBA</b>
<b>Director of Educational Technology</b>	<b>Steve Koester</b>
<b>Director of Fine Arts</b>	<b>Rayfield Lavan</b>
<b>Director of Advance Academics and Special Projects</b>	<b>Christi Leath</b>
<b>Director of Safe &amp; Secure Schools</b>	<b>Robert Marquez</b>
<b>Director of Athletics</b>	<b>Lee Martinez</b>
<b>Director of Federal Programs</b>	<b>Ginger McKay</b>
<b>Director of Bilingual/ESL</b>	<b>Dr. Pilar Moreno-Recio</b>
<b>Director of Grounds &amp; Custodial</b>	<b>Abel Narvaez</b>
<b>Director of Intervention Programs</b>	<b>Holli Pharis</b>
<b>Director of Tax Services</b>	<b>Charlene Piggott</b>
<b>Director of Maintenance</b>	<b>Michael Rasmussen</b>
<b>Director of Social Emotional Learning &amp; Student Wellness</b>	<b>Dr. Precious Reimonenq</b>
<b>Director of Special Education</b>	<b>Christina Ritter</b>
<b>Director of Personnel Secondary/Auxiliary</b>	<b>Dr. Tyron Sylvester</b>
<b>Director of Assessment and Accountability</b>	<b>Kerry Tilton</b>
<b>Director of Purchasing/Warehouse</b>	<b>Dr. Joseph Villalba</b>
<b>Director of Finance</b>	<b>Renea Woodruff</b>
<b>Direct of Personnel Elementary/Auxiliary</b>	<b>Dr. Ron Wyatt</b>
<b>Director of Employee Health and Wellness</b>	<b>Stephanie Myers</b>
<b>Director of Talent Acquisition and Development</b>	<b>Lisa Steele</b>



## **Our Board of Trustees**

Richard Clem, President

Shae Cottar, Vice President

Howard Sampson, Secretary

Tiffany Guy, Assistant Secretary

Mercedes Renteria III, Member

Jessica Wood, Member

Helen Berrott-Tims, Member

Meetings of the Board of Trustees are open to the public. Regular meetings are held on the First Monday of each month at 6:30 p.m. in the Board Room of the Administration Building, 4544 Interstate 10 East, Baytown, Texas. For information, call **Goose Creek CISD at 281-420-4800**.

## Goose Creek Consolidated Independent School District

### High Schools

<b>Impact Early College High School at Lee College</b> .....	281-420-4802
1906 Decker Drive Laura Reyes, Principal	
<b>Robert E. Lee</b> .....	281-420-4535
1809 Market Street James Gray, Principal	
<b>Goose Creek Memorial</b> .....	281-421-4400
6001 E. Wallisville Road Kathryn Holland, Principal	
<b>Ross S. Sterling</b> .....	281-420-4500
300 W. Baker Road Nathan Chaddick, Principal	
<b>Stuart Career Tech.</b> .....	281-420-4550
302 Wye Drive Dr. Cap Roder, Principal	

### Junior Schools

<b>Baytown Junior School</b> .....	281-420-4560
7707 Bayway Drive Judy Mackyeon, Principal	
<b>Cedar Bayou Junior School</b> .....	281-420-4570
2610 East Elvinta Jeralan Kannady, Principal	
<b>Edward Franklin Green Junio School</b> .....	281-420-4695
5737 E. Wallisville Road Earnest Brooks, Principal	
<b>Gentry Junior School</b> .....	281-420-4590
1919 E. Archer Road Michelle Duhon, Principal	
<b>Highlands Junior School</b> .....	281-420-4695
1212 E. Wallisville Road Dr. Bernard Mulvaney, Principal	
<b>Horace Mann Junior School</b> .....	281-420-4585
310 South Highway 146 Daniel Blanson, Principal	
<b><u>Alternative Programs</u></b>	
<b>Peter E. Hyland Alternative Learning Program</b> .....	281-420-4555
1906 Decker Drive Michelle Verdun, Principal	
<b>POINT Alternative Center</b> .....	281-420-4630
401 Jones Road Dr. Tricia Times, Principal	
<b>Elementary Disciplinary Alternative Education Program</b> .....	281-420-4620
3022 Massey Tompkins Road Amy Henderson, Principal	

## **Elementary Schools**

<b>Alamo</b> .....	<b>281-420-4595</b>
6100 North Main Leah Abbate, Principal	
<b>Dr. Antonio Bañuelos</b> .....	<b>281-420-1230</b>
7770 Eastpoint Boulevard Carrie Smith, Principal	
<b>Stephen F. Austin</b> .....	<b>281-420-4620</b>
3022 Massey Tompkins Rd. Amy Henderson, Principal	
<b>James Bowie</b> .....	<b>281-420-4605</b>
2200 Clayton Dr. Dr. Regina Patrick-Sims, Principal	
<b>Johnny Tee Clark, Jr.</b> .....	<b>281-420-7450</b>
6033 N. Hwy 146 Kemberly Scheidt, Principal	
<b>G. W. Carver 281-420-4600</b> .....	<b>281-420-4600</b>
600 South Pruett St. Erica Smith, Principal	
<b>David Crockett</b> .....	<b>281-420-4645</b>
4500 Barkaloo Rd. Tailis Oniwon, Principal	
<b>Lorenzo De Zavala</b> .....	<b>281-420-4920</b>
305 Tri-City Beach Rd. Barrett Cobb, Principal	
<b>Harlem</b> .....	<b>281-420-4910</b>
3333 Interstate 10 Beatrice Baca, Principal	
<b>Highlands</b> .....	<b>281-420-4900</b>
200 E. Wallisville Road Blanca G. Capetillo, Principal	
<b>Bonnie P. Hopper</b> .....	<b>281-420-4685</b>
405 E. Houston St. Maria Rosas, Principal	
<b>Mirabeau B. Lamar</b> .....	<b>281-420-4625</b>
816 N. Pruett St. Maria Rosas-Gonzalez, Principal	
<b>San Jacinto</b> .....	<b>281-420-4670</b>
2615 Virginia St. Luis Muñoz, Principal	
<b>Ashbel Smith</b> .....	<b>281-420-4615</b>
403 E. James St. Katherine Cruz, Principal	

**William B. Travis**..... **281-420-4660**  
100 Robin Rd.  
Kody Griffin, Principal

**Victoria Walker** ..... **281-421-1800**  
4711 Seabird  
Monica Juarez, Principal

## **SAFE SCHOOLS**

### **A RESOLUTION OF THE GCCISD BOARD OF TRUSTEES ADOPTED NOVEMBER 11, 2013**

It is the goal of the School Board and employees of Goose Creek Consolidated Independent School District to maintain a safe and secure learning environment for our students. In striving to do so, the District prohibits weapons, illegal drugs, or any violent or abusive behavior in any school environment, including all District facilities and school-related activities. Any person in violation of state law or district policies regarding safe schools will be subject to disciplinary and/or legal action, as determined by district administration and local law enforcement agencies.

The Goose Creek CISD also will not tolerate the unsafe misbehavior of any student including but not limited to improper use of controlled substances, disrespect for authority, fighting or assaults, gang related activity, hazing, discriminatory or harassing conduct, disruptive activities, and the use or possession of weapons or using, selling, possessing, giving, delivering, or dealing drugs on school campuses, district property, or at school activities.

Through this resolution, the GCCISD Board of Trustees commits to the following:

- Goose Creek CISD pledges to continue to make every effort to provide a safe environment for District students and staff.
- Violence will not be accepted on any school property or at any school activity. Violations of this prohibition will be addressed as described in state law, district policy, and the student Code of Conduct.
- Any student who directs profane, obscene, or abusive language toward a school employee or fellow student will be disciplined in accordance with the Student Code of Conduct.
- Under federal and state law, weapons are prohibited on district property, including buses, and at all school-related activities. Students who commit such an offense will be recommended for expulsion, and referred to law enforcement, to the extent permitted by law and policy.
- Drugs are prohibited on any district property and all school-related activities. A student who sells, gives, or delivers to another person or who possesses, uses or is under the influence of a controlled substance or dangerous drug will be placed in a disciplinary alternative education program, and referred to law enforcement, to the extent permitted by law and policy.
- Tobacco, tobacco products, and alcohol are prohibited on any district property and all school-related activities. Any student found selling, giving, delivering, or dealing tobacco or alcohol on school property, or while attending a school-sponsored or school-related activity, on or off school property, shall be removed from class and placed in a disciplinary alternative education program in accordance with the District's Student Code of Conduct.
- Bullying, harassing and discriminatory behavior by students is prohibited at all times. Any student who believes that he or she has experienced such conduct should report it to the principal of the campus he or she attends. The District will investigate all reports of bullying, discrimination and/or harassment. Students will be appropriately disciplined and/or other necessary corrective actions will be taken to address any findings of bullying and harassing or discriminatory conduct.
- Hazing and gang-related or other organized criminal activity are also prohibited on school district property and at all school-related activities. Such conduct will be addressed in accordance with state law, District policy and the District's Student Code of Conduct.

## High School Bell Schedule 2021-2022

**GCM**

Class Period	Time
1st	7:45 – 8:30
2nd	8:34 - 9:19
3rd	9:23 – 10:10
4th	10:14 – 10:59
Patriot Hour	10:59 – 11:59
5th	12:03 – 12:48
6th	12:52 – 1:37
7th	1:41 – 2:26
8th	2:30 – 3:15

**POINT, REL & RSS**

Class Period	Time
1st	7:45 – 8:30
2nd	8:35 - 9:20
3rd	9:25 – 10:15
4th	10:20 – 11:05
5th	11:10 – 12:45
Lunch A	11:05 – 11:35
Lunch B	11:40 – 12:10
Lunch C	12:15 – 12:45
6th	12:50 – 1:35
7th	1:40 – 2:25
8th	2:30 – 3:15

**Peter E. Hyland**

Class Period	Time
1st	7:45 – 8:45
2nd	8:48 - 9:36
3rd	9:39 – 10:27
Tutoring/Studying	10:30 – 11:15
4th	11:18 – 12:06
Lunch	12:06 – 12:42
5th	12:45 – 1:33
6th	1:36 – 2:24
7th	2:27 – 3:15
Dept./Staff Meetings	3:20 – 3:45

**Stuart Career Tech**

1 <sup>st</sup> – 4 <sup>th</sup> Day Schedule	5 <sup>th</sup> – 8 <sup>th</sup> Day Schedule	
1 <sup>st</sup> Period	5 <sup>th</sup> Period	7:25 – 9:00
2 <sup>nd</sup> Period	6 <sup>th</sup> Period	9:05 – 10:40
Lunch and Titan Time		
A Lunch	10:40 – 11:10	Advisory
Advisory	11:15 – 11:45	B Lunch
3 <sup>rd</sup> Period	7 <sup>th</sup> Period	11:50 – 1:25
4 <sup>th</sup> Period	8 <sup>th</sup> Period	1:30 – 2:55

**Impact**

Monday/Wednesday (Alternating Fridays)	Tuesday/Thursday (Alternating Fridays)	Class Times
1 <sup>st</sup> Period	5 <sup>th</sup> Period	8:00 – 9:25
2 <sup>nd</sup> Period	6 <sup>th</sup> Period	9:30 – 11:05
Lunch /Study Hall		Lunch A: 11:10 – 11:45 Lunch B: 11:50 – 12:25
3 <sup>rd</sup> Period	7 <sup>th</sup> Period	12:30 – 1:55
4 <sup>th</sup> Period	8 <sup>th</sup> Period	2:00 – 3:30

### Junior High School Bell Schedule 2021-2022

Period	6 <sup>th</sup> Grade	Period	7 <sup>th</sup> Grade	Period	8 <sup>th</sup> Grade
1 <sup>st</sup>	8:30 - 9:23	1 <sup>st</sup>	8:30 - 9:23	1 <sup>st</sup>	8:30 - 9:23
2 <sup>nd</sup>	9:27 – 10:15	2 <sup>nd</sup>	9:27 – 10:15	2 <sup>nd</sup>	9:27 – 10:15
3 <sup>rd</sup>	10:19 – 11:07	3 <sup>rd</sup>	10:19 – 11:07	3 <sup>rd</sup>	10:19 – 11:07
Lunch	11:11 – 11:41	4 <sup>th</sup>	11:11 – 11:59	4 <sup>th</sup>	11:11 – 11:59
4 <sup>th</sup>	11:45 – 12:33	Lunch	12:03 – 12:33	5 <sup>th</sup>	12:03 – 12:51
5 <sup>th</sup>	12:37 – 1:25	5 <sup>th</sup>	12:37 – 1:25	Lunch	12:55 – 1:25
6 <sup>th</sup>	1:29 – 2:17	6 <sup>th</sup>	1:29 – 2:17	6 <sup>th</sup>	1:29 – 2:17
7 <sup>th</sup>	2:21 – 3:09	7 <sup>th</sup>	2:21 – 3:09	7 <sup>th</sup>	2:21 – 3:09
8 <sup>th</sup>	3:12 – 4:00	8 <sup>th</sup>	3:12 – 4:00	8 <sup>th</sup>	3:12 – 4:00

#### Elementary Tier 1

Clark, Bañuelos, Harlem, Travis,  
DeZavala

Start Time	End Time
7:45 AM	3:15 PM
ECSE Half Day Programs-HA, TR	
AM 7:45-10:45	PM 12:15-3:15

#### Elementary Tier 2

San Jacinto, Lamar, Crockett, Victoria  
Walker, Ashbel Smith, Bowie

Start Time	End Time
8:05 AM	3:35 PM
Bil. ECSE Half Day Programs-AS, BO	
AM 8:05-11:05	PM 12:35-3:35

#### Elementary Tier 3

Alamo, Austin, Highlands, Hopper

Start Time	End Time
8:30 AM	4:00 PM

**ADA Times**

**10:00 AM- All Elementary Campuses, All Junior School Campuses, REL, RSS, GCM, POINT, PEH**

**10:30 AM- SCTHS, Impact**

**SCHOOL HOURS FOR PETER E. HYLAND CENTER**

**7:45 a.m. – 3:15 p.m.**

**SCHOOL HOURS FOR POINT Alternative Center**

**7:45 a.m. – 2:55 p.m.**

**SCHOOL HOURS FOR JUNIOR SCHOOLS**

**8:30 a.m. – 4:00 p.m.**

**SCHOOL HOURS FOR ELEMENTARY SCHOOLS**

**Elementary Tier 1**

Clark, Banuelos, Harlem, Travis, DeZavala

Grades K, 1, 2, 3, 4, 5

7:45 a.m. – 3:15 p.m.

**Elementary Tier 2**

San Jacinto, Lamar, Crockett, Victoria Walker, Ashbel Smith, Bowie

Grades K, 1, 2, 3, 4, 5

8:05 a.m. – 3:35 p.m.

**Elementary Tier 3**

Alamo, Austin, Highlands, Hopper

Grades K, 1, 2, 3, 4, 5

8:30 a.m. – 4:00 p.m.

## DISTRICT INFORMATION

The information contained in this section applies to students in all grade levels of Goose Creek Consolidated Independent School District. All students and parents should review the entire contents of this section of the Student / Parent Handbook.

### ACCOMMODATIONS FOR CHILDREN OF MILITARY FAMILIES

Children of military families will be provided flexibility regarding certain District requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent or step-parent related to leave or deployment activities may be excused by the District. In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months, will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### ATTENDANCE INFORMATION

#### Compulsory Attendance –Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student age 19 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 thereafter would be unauthorized and may be considered trespassing. [see policy FEA.]

#### Compulsory Attendance-Between Ages 6 and 19

State law requires that student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards of the state assessment for his or her grade level and/or applicable subject area.

#### Compulsory Attendance-Pre-Kindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they are enrolled.

#### Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to a referral for Truant Conduct to District Attorney's Office.



#### Age 19 and older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan or Attendance Contract.

#### Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures may include a behavior improvement plan Attendance Contract, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The Truancy Prevention Facilitator for the district is Lisa Vaughan. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of the days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [see policy FEA (LEGAL).]

#### Judicial Enforcement—Compulsory Attendance

Section 25.0951 (a) and (b) provide two options for compulsory attendance enforcement.

The judicial process for truant conduct is governed by Chapter 65, Texas Family Code. Under §65.003, Texas Family Code, truant conduct is conduct committed by a student who is 12 years of age or older and younger than 19 years of age.[18] A district may refer a student alleged to have engaged in truant conduct to a court designated as a truancy court under §65.004, Texas Family Code.

Under §25.0951(a), a referral for 10 or more unexcused absences within six months must be made within 10 school days from the date of the student's 10th absence. If a referral on which a petition for truant conduct is based is untimely, the court shall dismiss the petition unless the district has delayed the referral because the district determines that truancy prevention measures are succeeding, and the delay is in the student's best interest.

Section 25.093 is an offense for contributing to nonattendance, which is committed by a parent. A district may file an action under that section in any justice precinct in the county in which the school is located or in which the person filed against resides.

#### **Attendance Accounting**

There are two types of attendance accounting - daily attendance accounting for state purposes and daily attendance accounting for local classroom attendance requirements.

#### **Attendance Accounting for State Purposes**

Texas residents whose age requires them by state law to attend school must be enrolled and attend school. Public schools are then required to record and report those students' daily attendance to the state agency. For state attendance reporting purposes, secondary school sites (high school and junior school) record this attendance each day during the second instructional class hour roll check and elementary school sites record this attendance each day at 9:30 a.m. A student is considered present if he/she: (1) is in the classroom at the roll check time; or (2) is with authorized school personnel; or (3) begins classes or returns to school on the same day as a health care appointment.

In the case of a health care appointment, a written note from the doctor must be given to the attendance clerk in order for the student to be counted present. If a student fails to meet one of these three requirements, the student is not considered present that day for state reporting purposes.

### **Attendance Accounting for Local Requirements**

Regular attendance and punctuality are extremely important for your child's academic success and are required of every student. It is imperative that your child attend school regularly and be on time. The only acceptable excuses for absences and tardiness are:

- Personal illness.
- Sickness or death in the family.
- Quarantine.
- Weather or road conditions making travel dangerous as approved by the Superintendent of Schools.
- Participation in school activities with permission of the campus administrator. When a student is not in attendance because of school business, he/she should obtain assignments prior to the absence. Students shall be limited to seven (7) school-activity related absences in any course in a semester, not to exceed ten (10) in a year.
- Emergencies or unusual circumstances recognized by the campus administrator or person designated.
- Religious days as approved by the Superintendent of Schools. Requests for excused absences for religious days must be made in advance of the absence. An absence note must also be brought to the office upon return to school.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders.
- A junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

### **Absence Procedures**

Please call the school office if your child is absent, and upon the child's return to school, send a written note within three (3) days to explain the nature of the absence. If a note is not received within three (3) days, the absence will be unexcused. These notes are maintained by the school for attendance records. The excuse should conform to the following:

- Be written by parents or guardian - no other person is acceptable.
- Show dates and periods absent.
- Show reason for absence. If there is more than one absence and the reasons are different, state the reason for each day/period of absence.
- Parent or guardian signature. No other person is authorized to sign absence excuses. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. The school district will continue its efforts to notify a parent or other party if a situation warrants (i.e., when a student leaves campus) even though such student is over age 18 or emancipated.

If the school is not contacted, a school official will call parents about repeated absences. The District attendance office contacts parents about excessive unexcused absences. A student may be required to provide a doctor's excuse for any absence that occurs after the student has accumulated 10 absences during the current school year.

Students participating in any activity which is not approved by the local School Board and/or is without certified District personnel supervision are counted absent. To qualify for funding purposes, the certified District staff member must be accompanying the students, as an official of the school District for the specific purpose of supervising the students and must be approved by the School Board to supervise the activity.

Parents and students are requested to check their report cards at the end of each six weeks to verify the accuracy of the attendance reported on the card. Students have one week after report cards are issued to contact the school to make any corrections or changes to their attendance. If errors are not reported by this deadline, it may be too late to make corrections.

### Extenuating Circumstances for Excessive Absences

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester/school year.

This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

### Perfect Attendance

Certificates of Perfect Attendance will be given to students who enroll in the Goose Creek School District on the first day of instruction and are present every day of the school year. The student's attendance and tardies are both reported on the report card each six weeks. State Attendance Accounting records will be used to determine if a student will receive a perfect attendance certificate.

### Tardies/Early Dismissals

Students who arrive after the start of the school day (tardy) or depart prior to the end of the school day (early dismissal) will be counted as tardy for local attendance purposes. The parent of students who accumulate a combination of 10 tardies and/or early dismissals during the school year will receive a Tardy Warning Letter from the campus indicating the student has excessive tardies/early dismissals. If the tardies/early dismissals continue after the Tardy Letter is issued to the parent/student, a conference will be required to discuss the reasons for excessive tardies/early dismissals and Truancy Prevention Measures may be implemented at that time, i.e. attendance contract, behavior improvement plan or counseling. If excessive tardies and early dismissals continue after the conference and the implementation of the Truancy Prevention Measures, the parent/student may be referred to the District Attendance Officer for further action.

### Truancy Prevention Measures

Students who accumulate unexcused absences will be referred to the principal/assistant principal and/or counselor for a conference and possible implementation of Truancy Prevention Measures to address the student's unexcused absences. **A mandatory parent conference shall be held after the third unexcused absence with school administration to review Truancy Prevention Measures and sign an attendance/truancy contract.** Goose Creek CISD recognizes that parents play a critical role in their student's educational success and encourage the involvement of parents in all school activities. Parents are encouraged to contact the Principal if they receive a letter on their child regarding excessive tardies or unexcused days.

For attendance guidelines during the COVID-19 pandemic, please refer to the [www.gccisd.net](http://www.gccisd.net) Student Services site.

## **BACTERIAL MENINGITIS**

### **What is Meningitis?**

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

### **What are the symptoms?**

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

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

### **How serious is Bacterial Meningitis?**

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

### **How is Bacterial Meningitis spread?**

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

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

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What should you do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

## **CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES**

Cell phones cannot be visible and must be turned off while on school buses and during the instructional day. The instructional day begins when a student arrives on campus (or boards a school bus) and extends until the student departs campus after the dismissal bell (or exits the school bus if he/she rides District transportation after school). The instructional day will extend through detention hall and tutorials when appropriate.

**Elementary students (Grades PK-5)** may not display or use a cellular telephone during the instructional day (instructional day defined above). Elementary students who violate this rule shall be subject to established disciplinary measures as follows:

- **All Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period and a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II disciplinary action as outlined in *The Code* may be taken.

**Secondary students (Grades 6-12)** who violate this rule shall be subject to established disciplinary measures as follows:

- **First Offense** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other disciplinary action as outlined in *The Code* may be taken for this Level II or higher violation. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II or higher disciplinary action as outlined in *The Code* may be taken. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

**NOTE:** The disciplinary measures outlined above will apply to the possession of any electronic communication devices, including, but not limited to, paging devices as defined in TEC 37.082. A paging device is defined as “a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.”

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*  
[TEC §37.082, FNCE (LEGAL), FNCE (LOCAL), and Administrative Guideline 6.04]

### **CHECKS**

Individual campuses will accept checks to the school or school-related organizations. Checks may be returned for non-sufficient funds, account closed, improper signature, etc. The district contracts with a third party for processing collections of returned checks who assesses a state-allowed fee. All checks must have a valid Texas driver’s license number written on the check.

### **CHILD ABUSE PROCEDURES**

WHAT THE LAW SAYS:

#### **TEXAS FAMILY CODE - SECTION 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT**

§ 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT.

- (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
- (b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.
- (c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services
- (d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:
  - (1) as provided by Section 261.201; or
  - (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

## PROCEDURES

Teachers, principals, certified teachers' aides, bus drivers (and anyone else certified by the state who comes into regular contact with children) have an affirmative duty to report suspected child abuse or neglect not later than the 48th hour the professional first suspects that the child has been or may be abused or neglected.

## PENALTIES

Failure to report is a Class B Misdemeanor, punishable by up to 6 months in jail, and up to \$2000 fine. Make a report by calling 1-800-252-5400 (Tex. Dept. of Fam. and Protective Services), or go to <https://www.txabusehotline.org/PublicMain.asp> and report online. You will receive a confirming email or reference number.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A teacher, licensed teacher aide, bus driver or other professional may *not* delegate to or rely on another person (including a supervisor) to make the report. "Professional" means an individual who is licensed or certified by the state...and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The District has established a plan for addressing child sexual abuse in the District Improvement Plan, which may be accessed through the District website at <http://www.gccisd.net>. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

## CONFIDENTIALITY

The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court rendered under §261.201 or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

## MATTERS TO BE REPORTED

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect.

## IMMUNITIES

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

## DEFINITIONS

"ABUSE" includes the following acts or omissions by a person:

(A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;

(D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;

(E) sexual conduct harmful to a child's mental, emotional, or physical welfare;

(F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;

(G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;

(H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;

(I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child; or

(J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

"NEGLECT" includes:

(A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;

(B) the following acts or omissions by a person:

- (i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
- (ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
- (iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
- (iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child;

(C) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

#### CHILD SEXUAL ABUSE

The District has established a plan for addressing child sexual abuse in the District Improvement Plan, which may be accessed through the District website at <http://www.gccisd.net>. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available in Your County/default.asp>.

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

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

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

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

## **GCCISD Memorial Policy & Procedures**

In order to appropriately recognize all students and staff members equitably, the following memorial policy/procedures are to be followed:

- The Superintendent's Office will provide a sympathy card immediately following the notification of the death of a student or staff member.
- After approval from the family, a News of the Day announcement will be posted for current and former/retired employees.
- With the family's permission, the campus may purchase a book/card utilizing PTO/campus social funds.
- If the student passes away while enrolled in high school, the high school diploma will be awarded during graduation ceremonies with the student's graduating class/cohort.
- High School memorials purchased by individuals, may include bricks at Robert E. Lee, plaques around the outdoor fountain at Ross S. Sterling and Goose Creek Memorial. Memorials are to be determined for IMPACT Early College High School, Stuart Career Technical High School and Peter E. Hyland Learning Center.
- A moment of silence will be held at the first board meeting of each academic year.
- Local memorial scholarships may be provided by the family.
- The Student Memorial Policy and Procedures should be included in the Student/Parent Handbook, Crisis Emergency Plan documents and policy manuals.

***Memorials are limited to existing structures and plaques already available on campuses. The District will not allow:***

- Funerals on school property;
- Memorial services that may alter the routine of a regular school instructional day;
- Memorials that require the altering of school property;
- Memorials that require the altering of school activities or the activity schedule;
- Memorials that infringe on the separation of church and state;
- Memorials that require the use of public funds to purchase, develop, or maintain;
- Memorials that include plaques attached to any object on school property;
- Memorials that draw attention or have the potential to glamorize the death;
- Memorials that consist of a monument on school property;
- Memorials attached to a wall or in a trophy case

**All other activities are to be supported by individuals and are not to be associated with the promotion from the district or district employees:**

- Local scholarships established in the name of the student are provided by the family;
- Personal/individual donations to a charity or program that is dedicated to helping students;
- Collection of money/fundraisers to be donated to the deceased's family or charity of their choice

**Additional Administrative Support/Procedures:**

- The District Emergency Response Counseling Team will be contacted immediately and be on campus to help students deal with the grief caused by the loss of student or staff member.
- After permission is granted by the family, an administrative visit to the viewing and funeral is encouraged.
- Campus Administrators should oversee the safe return of the student's personal effects that may be in a school locker or classroom.



## COMMUNICABLE DISEASE GUIDELINES

Parents of students with a communicable or contagious disease. Students with certain diseases are not allowed to come to school when their disease is contagious. Please see the following partial list of common communicable diseases and the appropriate time for returning to school.

CONDITION	EARLY SYMPTOMS	RETURN TO SCHOOL
<b>Conjunctivitis bacterial or viral</b> (Pink eye) 1-3 days – bacterial 12 hours – 12 days – viral	Red eye, usually some discharge from eyes; lids stick together leaving dry crust on lids; itching.	When symptoms have subsided or released by a physician.
<b>Fever</b>	A temperature of 100° Fahrenheit (37.8° Celsius) or higher. Measure when no fever suppressing medications are given.	When fever free for 24 hours without taking medication.
<b>Impetigo</b> 4-10 days	Sores on face, nose, corner of mouth, ears, legs, maybe elsewhere. Lesion contains pus, becomes heavily crusted.	When sores are healed or adequately covered; or released by physician.
<b>Influenza (flu)</b> 1 – 3 days	Rapid onset of fever, chills, headache, sore throat, dry cough, lack of energy and muscle aching.	When fever-free for 24 hours.
<b>Mononucleosis</b> 30-50 days	Fever, sore throat, enlarged lymph nodes, malaise.	Written release by physician.
<b>Ringworm (scalp)</b>	Localized scaly patches, usually red-rimmed on scalp; hair is short, broken; circular bald spot seen.	May attend school provided child is under treatment by physician.
<b>Ringworm (body)</b>	Flat, scaly ring-shaped lesion on skin. Margins may be reddish and slightly raised.	May attend school as long as lesion is covered. Treatment is recommended.
<b>Scabies</b>	Linear burrows under skin usually in webs of fingers, on wrists, and/or abdomen. Severe itching.	May attend school provided child is under treatment by physician. All in household should be treated.

Clearance to return to school should be channeled through the school nurse.

Additional information can be found at <http://www.dshs.state.tx.us/immunize/docs/6-30.pdf>

## COMMUNICABLE DISEASE NOTES

### Exclusion and Readmission

Children excluded from a school or child-care facility for a communicable disease may be readmitted by a written note from a Health Care Worker. A school or child-care facility administration may require a note from a parent or Health Care Worker for readmission regardless of the reason for the absence.

### When to Keep Your Child Home from School

The American Academy of Pediatrics recommends that your child be kept from a child-care facility or school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Mouth sores and drooling until a physician of the health authority does not feel the condition is infectious.
- Fever, rash, or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.
- Students should remain at home for twenty-four hours fever-free without the use of fever-reducing medication before returning to school.

### Nuisance Diseases

So-called “nuisance” disease, such as scabies, head lice (pediculosis), ringworm of the body or scalp, and pinworms are highly contagious and can cause problems in a group-care setting.

Pediculosis or Head lice are a nuisance that transmit no disease. In 2013, the Texas Department of State Health Services removed Pediculosis from its list of conditions requiring exclusion from school. Students found to be symptomatic of live lice infestation will be assessed by school nurse. Students found to have evidence of live lice will be excluded from school.

Senate Bill 1566 requires Elementary schools to notify parents of a classroom occurrence of lice within 5 days. Head lice, although not an illness or a disease, is very common among children and is spread through head-to-head contact during play, sports and when children share items like combs, hats, brushes, and headphones.

The Centers for Disease Control and Prevention can be utilized as a resource for treatment and prevention of lice. Treatment options can be found at <https://www.cdc.gov/parasites/lice/head/treatment.html> and prevention tips at <https://www.cdc.gov/parasites/lice/head/prevent.html>

### Vaccine Preventable Diseases

Many diseases are preventable by vaccination. Child-care facilities and schools are required to have an immunization record on file for each child enrolled to ensure that each child has received age-appropriate immunizations. Required vaccines include: DTaP (diphtheria, tetanus and pertussis); Hib (Haemophilus influenza type b); polio; MMR (measles, mumps, rubella); hepatitis B; chickenpox (varicella), and hepatitis A (refer to phase-in chart at [www.immunizetexas.com](http://www.immunizetexas.com)). Vaccines are also available for flu (influenza) and pneumococcal disease. For immunization information, contact your local health department or call (800) 252-9152.

### Diarrheal Disease

Many different viral and bacterial agents may cause diarrhea. Students shall remain home until diarrhea has resolved or until cleared by child’s physician or health department. Antibiotic treatment may be recommended in some cases when outbreaks occur.

### Antibiotic Use

Antibiotics are used to treat bacterial infections. Since most colds, coughs, runny noses, and sore throats are caused by viruses, not bacteria, treatment with antibiotics is not indicated. Unnecessary antibiotics use can lead to the developments of drug-resistant strains of bacteria. Diseases caused by resistant bacteria are often difficult to treat and can be especially severe and prolonged.

### HCW

Health Care Worker (physician, local health authority, advance practice nurse, physician’s assistant).

## **COMPLAINTS / CONCERNS**

Individuals who encounter problems or want to voice a complaint or concern about GCCISD are encouraged to talk with the appropriate person at the level closest to the situation. For example, if a student has a problem with a bus driver, teacher, or school staff member, parents are urged to first discuss the situation with that individual. If the problem is not resolved or if the concern is not addressed to satisfaction at that level, parents are advised to discuss the issue with individuals at the following levels until the situation has been resolved.

- Step 1 – Contact the school staff member involved.
- Step 2 – Contact the principal or program supervisor.
- Step 3 – Contact the appropriate central office supervisor.
- Step 4 – Contact the Superintendent.
- Step 5 – Contact the School Board.

For complete details of the District’s complaint policy, please refer to Board Policy FNG (Local) in the District’s policy manual. The policy manual is available on the District’s web site at [www.gccisd.net](http://www.gccisd.net).

## **COMPLIANCE WITH ASBESTOS REGULATIONS**

Goose Creek CISD is in compliance with all federal and state regulations concerning asbestos and is working hard to stay that way. Should you desire to review the Asbestos Management Plan for your child's school, a copy of the plan is available in the principal's office as well as in the District's Maintenance Office.

**COURSE AND GRADUATION REQUIREMENTS** (The graduation requirements below are only applicable to the Senior class of 2021.)

All students are required to pass the appropriate state assessments in addition to completing required credits in order to receive a diploma and to participate in graduation ceremonies. All high school students are awarded the same type of diploma. However, transcripts will reflect the differing levels of academic achievement.

Additionally, the following guidelines will be observed.

1. All freshman, sophomore, junior, and senior students must be scheduled for eight (8) classes. The Superintendent of Schools or designee may grant exceptions to this regulation. Students must be enrolled in the ADA **period** class for accounting purposes.
2. Enrollment in eight (8) semesters (4 years) shall normally be required after entering the ninth grade.
3. Students transferring into the Goose Creek Consolidated Independent School District shall normally be expected to meet the same graduation requirements as local students. Under unusual hardship circumstances, exceptions may be approved.
4. Each student shall meet with his/her counselor at least once per year to review graduation requirements and course requests aligned to job skills and/or college readiness.
5. Texas Education Code (TEC) § 28.0256 requires a student to complete financial aid application, either FAFSA or the TAFSA, in order to graduate.

## **CRIMINAL HISTORY CHECK**

A criminal history check is made on all District employees, school volunteers, and chaperones. DC (Local), GKG (Local), Administrative Guidelines 4:13.

## **DELIVERIES**

The delivery of flowers, balloons, gifts, cookies, etc. to school during the school day is not allowed. These items will not be sent to students during class time, and the school will not accept responsibility for any item left on school property by a delivery company or individual.

## **DRESS AND GROOMING STANDARDS**

### **Philosophy**

One of Goose Creek CISD's goals for ALL students is that they succeed both academically and socially and are prepared for the future upon graduation from high school. It is the philosophy of Goose Creek CISD that one's behavior, actions, and performance are affected by the way people dress. Appropriate student dress and grooming are important factors in the orderly operation of the schools. In the future, one certainly will have to follow rules, regulations, and dress codes of employers and some institutions of higher learning. Therefore, full cooperation between the home and school is expected.

Violation of the dress code is a Level II offense, according to *The Student Code of Conduct*. Disciplinary action other than those listed in this policy and consistent with Level II disciplinary actions may be imposed for dress code violations.

This dress code has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity;
- Create an atmosphere of respect for authority, safety, and good personal hygiene/grooming;
- Promote consistent standards of dress and grooming; and
- Reflect a sense of pride in self, one's academic achievements, one's school, and the District.

The student and his/her parent(s) or guardian may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- Shall not create a health problem or safety hazard for the student or others.

Using the following guidelines, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing acceptable student dress and grooming standards. The guidelines will be reviewed periodically to ensure that they continue to address the standards of the community and District.

### **General Guidelines**

- Students are not to wear clothing that is tight, loose, revealing, sagging, baggy, or short. Examples of unacceptable clothing according to this guideline include biker shorts, miniskirts, tank tops, backless apparel, midriffs and/or see-through clothing.
- Clothing must be worn in the manner for which designed; clothing shall not be worn inside-out.
- Students must wear appropriate underclothing.
- Students may not wear pajama tops and/or bottoms, house shoes, or slippers.
- Students participating in school-related activities, such as extracurricular or UIL activities, may have a different dress or grooming code imposed.

### **Specific Guidelines**

#### **Blouses/Shirts**

- Tank tops, backless apparel, halter tops, midriffs, muscle shirts, tops with straps less than two inches or three fingers wide (whichever is greatest), sleeveless tops that are revealing (deep or low-cut), see-through blouses, tube tops, and deliberately cut-off or torn shirts are not acceptable. Blouses covering tube tops must be buttoned so as not to reveal torso or shoulders.
- All shirts must be worn so as not to expose the bare chest. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.).
- Oversized shirts are prohibited.

#### **Shorts / Skirts / Skorts**

- Students are permitted to wear shorts and other garments that are of an appropriate and modest length. The standard of minimum length is at the fingertips when arms are at the side.
- Shorts must have a finished hem; jogging shorts, cut-offs, nylon shorts, biker shorts, wind shorts, or boxer shorts are not acceptable.
- If it is deemed that there has been disregard of the dress code guidelines outlined above, the privilege of wearing shorts may be revoked. Any student who violates this rule twice when wearing shorts will lose the privilege of wearing shorts for the remainder of the school year.
- Skirts/skorts shall preserve modesty and the hem may not be shorter than fingertip length when the student is standing. Slits, flaps, or other openings in skirts/skorts shall not be above fingertip length.

#### **Dresses**

- Dresses must follow the same rule for length as described for skirts. Slits, flaps, or other openings in dresses shall not be above fingertip length when the student is standing.
- Dresses with straps less than two inches or three fingers wide (whichever is greatest) may not be worn.
- Dresses with spaghetti straps may not be worn.

#### **Masks**

- Face-covering are allowed but must adhere to the guidelines listed below
- Students are prohibited from wearing clothing with visual, written, or implied messages that are likely to disrupt the school environment. Examples of such prohibited visual, written, or implied messages include, but are not limited to, the following: drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and/or insults to race, religion, gender, or ethnicity.
- An American flag or any state flag or facsimile thereof may not be attached on a garment, jewelry, or any other item in a disrespectful manner. Display of the Confederate battle flag is not permitted.
- School issued face-coverings will be allowed.

### **Pants/Belts**

- Students are prohibited from wearing pants that present a safety and/or modesty issue.
- Pants must be worn at waist level at all times.
- Sagging pants shall not be allowed.
- See-through pants are not allowed.
- Overalls and suspenders, if worn, must be worn over both shoulders and buckled as designed.
- Exposed undergarments are prohibited.
- Pants may have rips, but all rips must be below the fingertips

### **Shoes/Footwear**

- Footwear must be worn at all times.
- Shoes must be appropriate for school. In grades PK-8, footwear traditionally worn around the home (i.e., house shoes, slippers) or to the beach (i.e., flip flop design, etc.) is not permitted. In grades 9-12, footwear traditionally worn around the home (house shoes, slippers) is not permitted.
- The campus principal will determine the appropriateness of footwear worn by students.
- School District personnel will respond to changes, fads, etc., in shoes as appropriate.

### **Colored Glasses/Sunglasses/Contacts**

- Students shall not wear colored glasses, sunshades, or distracting contacts in the building.

### **Hair/Eyebrows**

- The student's hairstyle/color must not distract from or interfere with the learning environment. Hair must be neat, clean, well groomed, and out of the eyes. Shaved lines in eyebrows will not be permitted.
- Letters, symbols, and designs beyond a single straight line which draw attention to an individual shall not be permitted.
- The administrator/supervisor reserves the right to determine if a hairstyle is disruptive to the educational process.

### **Head Coverings**

- No type of head covering, cap, or hat is to be worn or brought to school with the exception of approved school uniforms (i.e., ROTC or other extenuating circumstances with administrative approval). All other types of headwear worn or brought into the building will be confiscated and disciplinary action will be taken.
- Coats, jackets, sweaters, and sweatshirts that have an attached hood are allowed but the hood may not be worn inside the building at any time.
- Special days and extreme extenuating circumstances for headwear may be permitted by the campus principal.

### **Jewelry**

- Jewelry/accessories that are deemed noisy, distracting or unsafe may not be worn.
- Male students are permitted to wear one earring in each ear. Male earrings are limited to a stud-style earring no longer than ¼ inch in diameter or hoop earrings that are no longer than ¼ inch below the ear lobe.
- Gages will not be considered as acceptable jewelry worn on the ear by male and female students.
- Female students shall be permitted to wear a single nostril piercing that must not distract or disrupt from the learning environment.
- No student shall be permitted to wear objects in or on other exposed body parts (i.e., eyebrows, lips, tongue, etc.).
- No student shall be allowed to wear "grills" or any other unnecessary type of orthodontic device.
- 

### **Mustaches/Beards**

- Facial hair will be allowed but must be clean and well-groomed and styled in a way this not distracting.

### **Tattoos**

- Tattoos and/or any other drawings with visual, written, or implied, messages that are likely to disrupt the school environment. Examples of such prohibited visual, written, or implied messages include, but are not limited to, the gender, or ethnicity, or gang affiliation on the skin must be covered.

### **Dress and Grooming Violations**

Students who come to school in violation of the District and/or campus dress code will have the option of correcting the violation or being placed in In-School Suspension (at campuses with ISS) for the remainder of the day on a first offense. The second and subsequent violation(s) of the dress code will result in disciplinary action according to *The Student Code of Conduct* (Level II offense). In addition, parents may be asked to bring appropriate attire to school to assist in correcting the violation(s).

**EARLY RELEASE TIMES**

**FIRST/SECOND SEMESTERS**

<p><b><u>ALL GRADE LEVELS</u></b>                  December 17, 2021                  May 24, 2022</p>	
<p style="text-align: center;"><b>ELEMENTARY TIER 1</b></p> <p>Clark, Bañuelos, Harlem, Travis, De Zavala</p> <p>Elementary . . . . . 7:45 a.m. – 11:45 a.m.</p>	<p style="text-align: center;"><b>ELEMENTARY TIER 2</b></p> <p>San Jacinto, Lamar, Crockett, Victoria Walker, Ashbel Smith, Bowie</p> <p>Elementary . . . . . 8:05 a.m. – 12:05 p.m.</p>
<p><b>ELEMENTARY TIER 3</b></p> <p>Alamo, Austin, Highlands, B. P. Hopper</p> <p>Elementary . . . . . 8:30 a.m. – 12:30 p.m.</p>	
<p><b>SPECIALIZED CAMPUSES</b></p> <p>Stuart Career Technology High School. . . . . 7:25 a.m. - 11:25 a.m.</p> <p>Impact Early College High School. . . . . 8:00 a.m. - 12:00 p.m.</p> <p>Peter Hyland Center . . . . . 7:45 a.m. - 11:45 a.m.</p> <p>POINT Alternative Center . . . . . 7:45 a.m. - 11:45 a.m.</p>	
<p><b>JUNIOR SCHOOL . . . . . 8:30 a.m. - 12:30 p.m.</b></p> <p><b>HIGH SCHOOL . . . . . 7:45 a.m. - 11:45 a.m.</b></p>	

**GOOSE CREEK CISD U.I.L. ELIBIBILITY CALENDAR  
2021-2022**

<b>DATE</b>	<b>EVENT</b>	<b>EFFECT ON ELIGIBILITY</b>
August 18th	1st day of school	Students who have successfully completed the previous grade level are eligible (junior high students must have been promoted; high school students must have earned a sufficient number of credits during previous 12 months)
September 3	NO 3-week grade check	No student may regain eligibility during the first six weeks grading period
September 24	End of 1st six weeks	
October 1	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of Sept 29
October 15	End of 1st nine weeks	
October 22	7-day wait period ends	Students re-establish eligibility if passing ALL classes on October 15 grade check
November 5	3-Week Grade Check	
November 12	7-day wait period ends	Students re-establish eligibility if passing ALL classes on November 5th grade check
November 19	School closes for Thanksgiving Break	ALL STUDENTS ACADEMICALLY ELIGIBLE AT END OF DAY (thru end of Thanksgiving Break- November 28)
November 29	Students return from Thanksgiving Break	Students return to eligibility status of November 19
December 3	3-week grade check	
December 10	7-day wait period ends	Students re-establish eligibility if passing ALL classes on December 3
December 17	End of 2nd nine weeks	
December 17	School Closes for Winter Break	ALL STUDENTS ACADEMICALLY ELIGIBLE AT END OF DAY (thru end of Winter Break – January 4)
January 5	Students return from Winter Break	Students return to eligibility status of December 17
January 11	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades on December 17
January 21	3-week grade check	
January 28	7-day wait period ends	Students re-establish eligibility if passing ALL classes on January 26
February 11	3-week grade check	
February 18	7-day wait period ends	Students re-establish eligibility if passing ALL classes on February 23
March 4	School closes for Spring Break	ALL STUDENTS ACADEMICALLY ELIGIBLE AT END OF DAY (thru end of Spring Break – March 13)
March 14	Students return from Spring Break	Students return to eligibility status of March 5
March 18	End of 3rd nine weeks	
March 25	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades on March 18
April 8	3-week grade check	
April 15	7-day wait period ends	Students re-establish eligibility if passing ALL classes on April 8
April 29	3-week grade check	
May 6	7-day wait period ends	Students re-establish eligibility if passing ALL classes on April 29
May 24	End of 4th nine weeks	End of School

Parents will be asked to provide written consent for school officials to obtain emergency medical treatment for the student, as provided by law. This consent agreement is included as part of the Acknowledgement Form included at the end of the Student Code of Conduct located in the back section of this Handbook. Parents will also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

**The District is not responsible for medical costs associated with a student’s injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage of his or her child will be responsible for paying insurance premiums and for submitting claims.**

### **EMERGENCY SITUATIONS**

In the event of an emergency situation, students will be moved to an alternate site if it is too dangerous for them to remain at their school. When it is necessary for students to be moved to an alternate site, the Communications Office will notify The Baytown Sun, radio and television stations, place the information on the District’s website, [www.gccisd.net](http://www.gccisd.net), and utilize the district’s social media channels.

In case of an emergency in which a school would be closed, alerts also will be sent to the contact telephone number of the parents/guardians of each student through the District’s emergency call out system relaying important information regarding the closing of the school.

The Communications Office also will notify the media when it is necessary to close school due to weather or other hazardous conditions. In addition, this information will be posted on the district website, [www.gccisd.net](http://www.gccisd.net), as well as social media channels.

The following are the stations parents and employees should listen to regarding alternate school locations or school closings:

<b>KTRH Radio 740 AM</b>	<b>KQQK Radio 106.5 FM (Spanish)</b>	<b>KRIV Channel 26</b>
<b>KILT Radio 610 AM &amp; 100.3 FM</b>	<b>KWWJ Radio 1360 AM (Baytown)</b>	<b>KTRK Channel 13</b>
<b>KSHN Radio 99.9 FM</b>	<b>KHOU Channel 11</b>	<b>KTMD Channel 48 (Spanish)</b>
<b>KXYZ Radio 1320 AM (Vietnamese)</b>	<b>KPRC Channel 2</b>	<b>KXLN Channel 45 (Spanish)</b>

### **ENROLLMENTS**

To enroll students in GCCISD, the following documents are needed:

- Withdrawal form with grades from previous school
- Proof of residence (electric bill, apartment lease, settlement statement indicating the service address);
- Birth certificate;
- Social Security Card (child) if available;
- Immunization record;
- Latest report card and state test scores;
- Driver’s license of parent or guardian.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

No employee of the District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student’s race, religion, color, sex, or national origin. *Civ. Prac. & Rem. Code 106.001*



## **FIELD TRIPS**

Field trips will be planned during the school year. These trips will provide learning experiences and enhance the school program. Students must abide by the District rules of conduct in order to participate safely on field trips. Parents may be asked to help chaperone and care for the children. Criminal history checks on chaperones are required to be conducted and on file prior to field trips. Only school children will be allowed on the field trips. Siblings or visiting children will not be allowed to go on field trips.

## **FIRE DRILLS AND OTHER EMERGENCY PROCEDURES**

Fire and emergency drills are conducted for two purposes:

1. To train students to leave the room quickly and in an orderly manner in case of an emergency alarm, and
2. To teach self-control in times of emergency in later life. Students, teachers, and other District employees shall participate in monthly drills of emergency procedures.

When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Emergency procedures follow the five phases on Emergency Management: Prevention, Preparedness, Response, Recovery and Mitigation. These are outlined in the Emergency Response Guide and the districts multi-hazard emergency operations plan.

## **FOOD ALLERGIES**

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed at [www.gccisd.net](http://www.gccisd.net).

## **FUND RAISING**

Fund raising is permitted on school property only with approval of the principal and the Business Office. Student clubs, classes, outside organizations, and/or parent groups may be permitted to conduct fundraising for approved school purposes and approved not-for-profit and/or charitable organizations. An application for permission to conduct a fundraiser must be made to the principal and Business Office, by the organization requesting the fund raiser. PTO/Booster Club fundraising do not require Business Office approval, only principal.

## **GANG-FREE ZONES**

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

## **GRADING GUIDELINES**

The Goose Creek CISD Grading Guidelines, which outlines the District's philosophy of student grading and grade reporting, was developed and is reviewed annually by the Instructional Leadership Committee, which is comprised of professional representatives from each campus. The guidelines include the following belief statement and good grading practices:

### **Belief Statement**

Grading is the reporting of information about a student's mastery of the curriculum to the students, parents, other campuses, universities, and employers.

### **Good Grading Practices**

Grading is a video rather than a snapshot.

A final grade is a collection of data that has been gathered during a grading period.

Grades (what is reported to parents) are to reflect a student's mastery of the skill and knowledge of what has been taught.

Teachers may deduct up to five points on an assignment for a taught skill that a student fails to demonstrate (i.e. putting name on a paper or putting a title on a paper). Campus and grade levels should set expectations. Points may be deducted only when expectations for these skills have been taught and clearly communicated.

Homework is a non-observable activity and not to be used to determine minimum mastery. Homework is to be evaluated and/or graded and may apply to a student's grade.

Guided practice is to precede assessments for which grades are given.

Teachers may have students exchange work (non-major grades only) to be graded when this practice is used as an instructional tool. Students should not mark a numeric grade on another student's paper. Students acting as classroom aides may not grade student papers.

Academic grades are not tied to discipline.

### **Redo Assignments/Retaking Tests**

A student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. Reasonable opportunity is defined as one chance to redo an assignment or retake a test for which a student received a failing grade. In the event of a failing grade, students will have, from the date they receive the grade, three school days to redo daily assignments and five school days to retake tests. A student shall not receive a grade higher than a 70 upon redoing a class assignment or retaking a test for which the student had received a failing grade. Teachers may exercise the following options: a) reteach and retest, b) retest, c) offer tutorials, d) assign an alternative assignment over the same content. Semester and final exams are exempt from these retake guidelines.

Parents interested in obtaining a copy of the GCCISD Grading Policy should contact the office of Susan Jackson, Deputy Superintendent for Curriculum and Instruction, at 281-420-4800. The most recent grading policy can be accessed on the GCCISD website ([www.gccisd.net](http://www.gccisd.net)).

## **IMMUNIZATION REQUIREMENTS**

Students in the Goose Creek School District must be immunized against certain diseases. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

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

*The charts are published by the State of Texas and identify all required immunizations for school age children: To view minimum immunization requirements for 2020-2021 please see link below:*

<https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>

**Goose Creek School-Based Clinic  
At San Jacinto Elementary  
2706 Kentucky  
Baytown, Texas 77520**

**To Schedule an Appointment, Call 713-497-0970**

**Operating Hours:**

**Monday-Friday  
7:30 a.m. – 4:00 p.m.  
Closed 12:00 p.m. – 1:00 p.m. for Lunch**

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**Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded in times of emergency or epidemic declared by the commissioner of public health.

**Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.immunizeTexas.com](http://www.immunizeTexas.com). Original Exemption Affidavit must be completed and submitted to the school or child-care facility.**

For children needing medical exemptions, a written statement by the physician must be submitted to the school or child-care facility.

**Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

News and Releases

**UPDATE: 2021-2022 Texas Minimum State Vaccine Requirements for Students in Grades K—12**

No new vaccine requirements have been proposed. However, please note that proposed changes to meningococcal requirements for students entering grades 7 – 12 will require students in these grades to show proof of one dose of quadrivalent meningococcal conjugate vaccine (MCV4 or MenACWY) on or after the student's 11<sup>th</sup> birthday. Additionally, the graded implementation of the hepatitis A requirement will extend to grades K – 9, as currently prescribed in the 25 TAC §97.63 For additional information, please contact Immunization Branch at 1-800-252-9152. Any other information: [www.dshs.texas.gov/immunize/school](http://www.dshs.texas.gov/immunize/school).

**Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **INAPPROPRIATE ITEMS**

Students are not permitted to bring to school inappropriate items that could disrupt the educational environment. These items include, but are not limited to, pagers, radios, tape recorders, camcorders, audio players, cameras, electronic devices with camera capabilities, any other electronic instruments, toys, laser lights, laser pointers, water guns, pepper spray, live animals (pets), items that campus principals' direct students not to bring on campus, and illegal items such as knives or other weapons. In rare instances, prior permission may be obtained from the principal for possession of certain items (i.e., cameras) for special occasions. Campus administration reserves the right to ban other items from the campus if they become disruptive to the educational environment. **Inappropriate items must be picked up from the principal's office by the last instructional day of each school year or said items will be donated to charity or discarded.**

Appropriate disciplinary action will be taken against any student who is in possession of inappropriate/illegal items on campus, and the item(s) may be confiscated. A confiscated item may or may not be returned, as outlined below. Confiscated items that are inappropriate for school, but not illegal, will be dealt with in the following manner:

- **First Offense** – Confiscated item(s) will be returned to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – Confiscated item(s) will be returned to parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*  
TEC§37.082; FNCE(LEGAL), FNCE(LOCAL), and Administrative Guidelines 6.04

## **INCOMPLETE GRADES (“I”)**

Under extenuating circumstances, a student may be given the grade of Incomplete (“I”) for a course on his/her report card. **Students must understand that a grade of “I” is considered a failing grade under UIL guidelines until the appropriate make-up work is graded and recorded.** Therefore, unless there are extenuating circumstances granted by the principal, students who receive an “I” on the report card will have no more than two (2) calendar weeks to make up work and have the incomplete grade changed to a permanent grade.

## **LATE ASSIGNMENTS**

Late assignments other than homework will result in a 10-point reduction per day for a maximum of three days, after which a zero will be given. Extenuating circumstances - situations that mentally or physically impact the ability of the student to complete an assignment - Board Policy FDD (LOCAL) - will be given special consideration. For each day of excused absence, one school day for make-up will be given. If major assignments are late, teachers will notify the parents.

## **LIBRARY**

Library books, except reference books, are checked out for a maximum period of two weeks. Students must display their ID badge when checking out a book.

Fines may be assessed as follows:

1. Lost books - full purchase price.
2. Damaged books - to be assessed not to exceed the purchase price.
3. Overdue books - daily fines may be charged for overdue materials, with the total not to exceed the price of the book.

Library fines must be paid before students are eligible to check out another book.. Failure to comply with campus and library policies could result in removal from the library.

## **LOCKERS**

Lockers remain under the jurisdiction of the school, even when assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time by school officials. Locker searches may be conducted without the student being present.

## **LUNCH PROGRAM**

Goose Creek Consolidated Independent School District offers healthy meals every day in accordance with Texas Department of Agriculture guidelines. Breakfast and Lunch is available at all schools every day of operation. Breakfast is offered to all students at no cost. After school snacks and evening meals are offered at select schools at no cost to the student.

Menus: Printed menus are sent home with elementary students each month. Daily breakfast and lunch menus for all grades are available online on the district website under the Department heading "Nutrition Services." They are also available on the district's mobile application – Nutrislice -gccisd.nutrislice.com.

As a participant in the National School Lunch Program and the School Breakfast Program, Goose Creek CISD is required to follow TDA Food and Nutrition Standards. To learn more about these programs, nutrition requirements for participation, and more, visit [www.SquareMeals.org](http://www.SquareMeals.org).

More detailed information is available on the district website under Nutrition Services. If you do not see the information you are seeking, please visit us at 2200 Market Street, Baytown, 77520; or call 281-424-4640.

### **Nutrition Services**

#### **Allergies**

Goose Creek CISD adheres to the Texas Department of Agriculture guidelines for accommodating children with special dietary needs; however, documentation from physician must be provided.

More detailed information is available on the district website under Nutrition Services. If you do not see the information you are seeking, please visit us at 2200 Market Street, Baytown, 77520; or call 281-424-4640.

#### **Free and Reduced Priced Meals**

Students may be eligible for free or reduced-priced meals. To learn if your family qualifies, you must complete a new application each school year, either at our office at 2200 Market St., Baytown, 77520, or visit the Nutrition Service Department section on the district website and click on "Free and Reduced Lunch Application or go to [www.schoollunchapp.com](http://www.schoollunchapp.com). Each campus also has meal applications in the school cafeteria and/or at the front office.

#### **Menus**

All menus conform to TDA and USDA standards that regulate the nutritional analysis of these servings. Nutritional analysis is calculated on a week-to-week basis. The GCCISD Child Nutrition Department is committed to helping promote the well-being of students today and tomorrow. Printed menus are sent home with all elementary school students. Menus for all levels are posted on the district website under the Nutrition Service Department. Menus are also available on the mobile application – Nutrislice – gccisd.nutrislice.com

*More detailed information is available on the district website under Nutrition Services. If you do not see the information you are seeking, please visit us at 2200 Market Street, Baytown, 77520; or call 281-424-4640.*

## **MAKE-UP WORK**

Make-up assignments or tests shall be made available to students after any absence. For each day of absence, one school-day for make-up will be given. **The student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.** EIAB (LOCAL)

## **MEDICATION AT SCHOOL**

Goose Creek CISD Board Policy FFAC (LOCAL)

HEALTH REQUIREMENTS AND SERVICES: MEDICAL TREATMENT

**SCHOOL NURSE** – A school nurse has the right not to administer a medication if he or she feels it is not in the best interest of the student. If this decision is made, the nurse shall contact the parents or legal guardian and explain the rationale for the decision.

When administering the prescription medication, the medication must appear to be in the original container and to be properly labeled. If the parents cannot be contacted in a reasonable length of time, the nurse shall contact the doctor directly and administer the medication as instructed in writing by the doctor.

Parents may arrange to come to the school and give medication to the child or to have it taken on an alternate schedule where it is not administered at school.

Goose Creek School District Board Policy requires a written request from a parent before school personnel may administer medication to a student. In order to administer prescription medication to a student at school, the school office must have written permission from the parent or guardian and have the original label on the prescription bottle. The label shall include the student's name, the doctor's name, proper dosage to be given, name of medication, and the latest date the prescription was ordered. In some instances, written clarification from the physician may also be required. Parents requesting medication dosage that is different from the label on the prescription bottle must submit accompanying verification from the doctor. Non-prescription medicine must also be in the original container accompanied by a written permission slip from the parent or guardian.

All medication will be stored in the office area. No medication, including cough drops and other non-prescription drugs, will be kept in the classroom or by the child. Aspirin will not be given to students. Parents are responsible for picking up all medications at the end of the school year. The nurse has the right to dispose of all medications left on campus.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination Goose Creek Consolidated Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:  
Eloy Chapa, Assistant Superintendent for Human Resources, 281-420-4800.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Holli Pharis, Director of Intervention Programs, 281-420-4800.
- All other concerns regarding discrimination: Dr. Randal O'Brien, Superintendent, 281-420-4800.

## **PARENT-INITIATED COMMUNICATION WITH STAFF MEMBERS**

The District recognizes the traditional face-to-face conference or person-to-person phone call as the most effective method of communication between parents and staff members. The District believes that nothing is more effective than direct verbal communication between two parties. Therefore, the District encourages parents to limit communication with teachers and other staff members to assigned conference times (please contact the school for these times) and scheduled appointments, either before or after school hours (please contact the staff member to make these appointments).

E-mail communication, while convenient to all parties, is not appropriate for detailed discussions or conversations between a parent and a staff member. E-mail communications should be limited to brief exchanges such as confirming appointments and conferences or simple inquiries about a student's grade, academic progress, or behavior that requires a short, written response. Often, the intended tone, intention, and content of emails can be misinterpreted and misunderstood. Therefore, if a staff member feels an e-mail request requires a detailed response, the staff member will ask the parent to schedule a conference or phone call.

## **PARENTS "RIGHT TO KNOW"**

Under federal legislation The Every Student Success Act (ESSA), all parents may request information on the professional qualifications of their child's teacher(s). Information that may be requested includes:

- Professional qualifications of student's classroom teacher.
- Whether the teacher has met State qualification and licensing criteria.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
- Whether the child is provided services by paraprofessional and if so, their qualifications.

Parents seeking this information should make their written requests to Eloy Chapa, Assistant Superintendent for Human Resources, P.O. Box 30, Baytown, TX, 77522.

## **PEST CONTROL INFORMATION**

This District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from:  
**Pest Management Coordinator GCCISD-Clint May**  
**281-420-4576**

## **PROGRESS REPORTS**

It is the responsibility of the school to communicate the student's learning progress to the parents or guardians. All Goose Creek schools provide this communication through Parent Portal. Student grades are updated in Parent Portal on a weekly basis. The district encourages parents to schedule a conference with the campus/teacher(s) to discuss academic and behavioral progress.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Promotion/Retention is based on standards for respective grade levels.

## **PROPERTY**

**Personal**—Students are responsible for their personal property. They should not be careless in leaving purses, billfolds, uniforms, gym clothes, and clothing lying around. Teachers cannot be responsible for items left in classrooms. *High school students are encouraged to have a lock on their lockers.*

**School**—The building and all its contents are school property. Destruction and/or defacing school property is a violation of District policy and state law.

## **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your child's principal if you desire an appointment to review such materials.

If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics without your prior written consent:

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

## **RELIGIOUS CONFLICTS**

No student shall be penalized for failure to participate in a school activity scheduled on a day or night where there is a conflict with religious beliefs. Students wishing to be exempt shall advise the sponsors well in advance so as not to interfere with the normal presentation of an activity. A statement from the parent or guardian may be required by the sponsor or director.

## **RESIDENCY REQUIREMENTS**

The parent(s) or legal guardian must accompany the student for initial registration. Verification of residence in Goose Creek Consolidated ISD must be furnished to the building principal or designee PRIOR to enrollment/scheduling of teacher/classes. Board Policy FD(LEGAL) states: "The District may require evidence that a person is eligible to attend the public free schools of the District at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the District."

Following are the minimum requirements for proof of residency in Goose Creek CISD:

- For students residing in a house or on rental property, a utility bill (i.e., water, gas, electricity) showing the parent's name and address. If a utility bill is not available, a lease agreement (with both parent's and student's names listed) or rental contract will be accepted.
- If both parent(s) and student are temporarily living with a relative or friend in the Goose Creek CISD, the parent must provide a notarized statement/letter signed by the person with whom they reside stating that the parent and student are residing with them. In addition, campus and/or District personnel may request a utility bill from the relative or friend as well as a copy of the parent's driver's license with address listed.
- If warranted, the campus principal can ask the parent(s) or guardian for additional information regarding custody and/or residency issues.

Students should also have a report card and/or withdrawal card from the previous school, where applicable, as well as a birth certificate and immunization record when registering.

Any questions regarding residency can be addressed to the building principal or to **Araceli De La Cruz, Director of Student Services at 281-707-3440.**

## **SCHOOL HEALTH ADVISORY COUNCIL**

As per the Texas Education Code Section 28.004 the district has established a School Health Advisory Council (SHAC) comprised of community members, parents and district employees representing nurses, counselors, physical education, food services and health. The SHAC meets four times each school year.



## **SCHOOL NURSE**

The school nurse gives first aid. She does not diagnose illnesses but takes note of symptoms and notifies parents of her observations if necessary. **Children must be kept at home when ill.** This is important for the health of your child and all the children at school. A child may visit the nurse with permission from the classroom teacher. The teacher will complete a nurse's referral form which the student will take to the nurse.

In no case will a child be sent home until the parent, guardian, or designated emergency contact person has been contacted. If you cannot pick up your child, arrangements must be made by you for care. In extreme emergencies, emergency medical service will be sought as indicated.

When your child has been absent from school--due to illness or for any other reason--**please send a note within three (3) days**, signed by the parent, stating type of illness or reason for absence.

**Emergency numbers and change in home or work telephone numbers are extremely important** when your child is ill or injured. Please keep these accurate and current. Unlisted numbers will be kept confidential at your request.

If your child complains of not feeling well in the morning, it will help us and save you a trip to the school if you will take his/her temperature before the child leaves home. If a child has a temperature of 100 or more, he/she should be kept home. A child should be free of fever for 24 hours before returning to school. This will also assist in decreasing communicable diseases.

The school should be made aware of specific chronic illnesses (i.e., epilepsy, asthma, allergies, diabetes, etc.). Please supply us with this information so that the proper teachers may be alerted. You may do this upon registration. This information should be kept up-to-date by calling the school each school year.

If your child needs modifications in academics, physical education, and/or activities of daily living (i.e. eating, catheterizations, suctioning, etc.), a letter from the doctor is required.

## **SERVICES FOR SPECIAL POPULATIONS**

The following District staff members have been designated to coordinate compliance with certain federal and state requirements:

- Title IX coordinator, for concerns regarding discrimination on the basis of gender, **Eloy Chapa, Assistant Superintendent for Human Resources, at 281-420-4800.**
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: **Holli Faris, Director of Intervention Programs, at 281-420-4800.**
- Liaison for Homeless Children and Youths, who coordinates services for homeless students: **Lisa Vaughan, Attendance Specialist, at 281-420-4423.**
- The Deputy Superintendent of Curriculum and Instruction is the contact person for parents of students participating in Title I programs; **Susan Jackson, Deputy Superintendent for Curriculum and Instruction, at 281-420-4800.**
- The Director of Special Education programs who works with parents of students with learning difficulties or who may need special education services: **Christina Ritter, Director of Special Education, at 281-420-4520.**

## **SMOKING / TOBACCO VIOLATIONS**

Smoking, using, or possessing tobacco in any form by students is prohibited anywhere on the property of Goose Creek CISD, in school vehicles, or on school-related activities/trips. Tobacco products, lighters, electronic cigarettes, electronic vaping devices, and/or matches will be considered items covered under this policy. These items will be confiscated and not returned. A citation may be issued for any smoking/tobacco violation and consequences will be administered in accordance with Level III of *The Code*.

Additional supportive measures will be used through the ASPIRE (A Smoking Prevention Interactive Experience) program. ASPIRE is an educational resource from The University of Texas MD Anderson Cancer Center. ASPIRE delivers tobacco prevention education to teens and adolescents at a self-directed pace. The program is evidenced-based and tackles the full range of traditional and emerging products such as e-cigarettes, hookah, JUUL and synthetic marijuana. The number of assigned

ASPIRE modules will be increased based on the number of infractions.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, and students with disabilities. Students or parents with questions about these programs should contact the school office. The campus principal or school counselor can provide assistance and/or answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts **and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying**, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

### **Contact Person for Special Education Referrals:**

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

**Contact Person: Christina Ritter, Director of Special Education**

**Phone Number: (281) 420-4520**

Section 504 Referrals: Holli Pharis (281) 707-3711

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

## **STEROIDS**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## **STUDENT CODE OF CONDUCT**

This handbook contains the Goose Creek CISD Student Code of Conduct. *The Code* contains five levels of misconduct and five levels of appropriate disciplinary responses.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in the custody of the state and who is moved outside the District's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school.

In addition, if a student in grade 11 or 12 is transferred to another District and does not meet the graduation requirements of the transferring District, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous District.

## **STUDENT RANDOM DRUG TESTING PROGRAM**

Goose Creek CISD has determined that the use of illegal drugs and alcohol is a concern with high school age students within the Goose Creek community. As an integral part of the community, the District has taken a leadership role and has implemented a Board-approved Goose Creek CISD Random Drug-Testing Program. This program is for students in grades 9-12 as a condition for their participation in school-sponsored extracurricular activities and as a condition of obtaining and maintaining a permit to drive/park on a Goose Creek CISD campus.

Both the parent and student must sign the consent form authorizing the student's participation in the District's drug-testing program. Information regarding details of the Goose Creek CISD's Student Random Drug Testing Program can be obtained through the principal's office. See Board Policy FNF (LOCAL)

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the Student Wellness Interventionist or school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its website: <http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

## **STUDENT RECORDS**

A student's school records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents--whether married, separated, or divorced--have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours.

Parents of a minor and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include employees, agents, or trustees of the District,

cooperatives of which the District is a member, or facilities, with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. working with the student;
2. considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
3. compiling statistical data; and/or
4. investigating or evaluating programs.

Certain information about District students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Please complete the Objection to Release of Directory Information section of the Acknowledgement Form furnished on the last page of the Student Code of Conduct.

### **STUDENT SEARCHES / USE OF MONITORING EQUIPMENT**

The use of video/audio equipment shall be used for safety purposes to monitor student behavior on buses and in common areas on District property. Video will be reviewed by District personnel on a routine basis and during investigations of possible Student Code of Conduct infractions.

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators at any time and without notice. Students shall be held responsible for any prohibited items found in their desks or lockers.

Students shall be fully responsible for the security and contents of vehicles driven or parked on school property. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct. If there is reasonable suspicion to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches.

All students are subject to metal detector searches on a random basis at all District facilities.

### **SUICIDE AWARENESS**

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texasuicideprevention.org> or contact the school student school wellness interventionist counselor for more information related to suicide prevention services available in your area.

### **TEXTBOOKS**

State approved instructional materials are provided at no cost to students for each subject or class. In some cases, this may include the use of a textbook assigned to a teacher as a class set, or an online version of a textbook. Textbooks may be checked out to students upon request.

In the event a student loses or damages a textbook checked out to them, they must pay for that book before other textbooks will be issued. Students will continue to have access to textbooks, at school, but will not be able to check them out for use outside of class.

## **TRANSPORTATION**

### Overview

Goose Creek CISD provides transportation to and from school for all students living two or more miles from the school they attend. All students are required to comply with bus safety rules on school buses and while loading/unloading at authorized bus stops. Students who misbehave or violate the GCCISD student code of conduct while on the bus or at designated bus stop(s) will be issued a bus safety referral and disciplined accordingly by their respective campus administration. Such consequences will follow the GCCISD Code of Conduct which may include suspension from the school bus. Students suspended from bus transportation will not be eligible for transportation services until the duration of the suspension is fulfilled. Students receiving bus safety referrals for instances of vandalism will be suspended from bus transportation services until the cost for the damage is paid to the transportation department. Further information may be obtained by calling the Transportation Office at 281-420-4665 or at [www.gccisd.net](http://www.gccisd.net).

### Bus Stops

GCCISD utilizes approved bus stops in order to allow for minimal student ride time, help maintain appropriate loading/unloading distances for students, and allow for more efficient bus routes. Transportation riders should be visible at bus stops in the morning 5 minutes before their schedule stop time. Buses will not return to bus stops if student(s) miss their bus due to busses being on a schedule and servicing many campuses. Parent/guardian (or designee) must be visible at approved bus stops before a “must be met” student will be released from the school bus (PreK or ARD identified students). Must be met students that do not have someone waiting at the bus stop will be returned to their school. Transportation services may be suspended for students that are repeatedly returned to their campus due to parent(s)/guardian(s) not being at the bus stop.

### Seat Belts

In accordance with state law (TEC §34.013), all students who ride school buses equipped with seat belts must wear them at all times. Texas Education Code, Section §34.013 states that “a school district shall require a student riding a bus operated by or contracted for operation by the district to wear a seat belt if the bus is equipped with seat belts for all passengers on the bus. A school district may implement a disciplinary policy to enforce the use of seat belts by students.” Any student who refuses or is in noncompliance will be issued a School Bus Safety Report which will be forwarded to a campus administrator for appropriate disciplinary action.

### Transportation Changes

GCCISD will only transport students to their residence or approved daycare within their attendance zone.

Students who seek permission to ride a bus other than the one to which assigned must gain approval through the campus front office. Students will only be allowed on an alternate afternoon bus with a campus approved transportation change form.

### School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### Lost items on Bus

Any personal student items left on the school bus shall be turned in and stored in the lost and found box located in the transportation office for a month. Unclaimed student items will be donated to local Baytown donation collection sites.

### Bus Video Cameras

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common loading/unloading areas on campus. Campus administrators, along with transportation supervisors, may review video/audio recordings as needed to assist with bus safety violations/investigations.

### Bus Expectations

School bus rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to the following:

1. The bus driver is in charge of students on the bus. Students shall follow the driver’s directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
4. Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
5. Students will remain properly seated at all times in their assigned seats and not block the center aisle.
6. Students must keep their hands, head, feet and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and at established bus stops.

8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drinks on the bus.
10. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be subject to discipline action and required to pay for damages.
11. Students are not to engage in loud talking, yelling, or using profanity while on the bus.
12. Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, tobacco, fireworks, etc.) on the bus.

Students are required to comply with all bus safety rules. Students may be warned, directed to change seat assignments, and issued bus safety referrals for failing to comply with the above bus safety rules. These students will be subject to consequences in line with the GCCISD Student Code of Conduct.

#### Removal from the School Bus

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges. Additionally, the transportation director or designee reserves the right to administer bus suspensions as disciplinary consequences and/or make recommendations for disciplinary actions to campus administration as deemed necessary.

### **VALUABLES AT SCHOOL**

Students should not bring valuables to school. Students should not bring inappropriate items or unnecessary money to school. At no time are students to borrow money, buy anything, or sell anything to another student. **Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.**

### **VENDING MACHINES**

The District complies with federal and state guidelines restricting student access to vending machines. A copy of these guidelines may be obtained by contacting School Nutrition Services at 281-420-4640.

### **VISITORS**

Parents and other adult relatives of students are welcome to visit District schools. All visitors are required to report to the main office and obtain a Visitor's ID Pass. Goose Creek CISD utilizes the Raptor system for the identification of persons who are registered sex offenders. All adult visitors will be required to have a Texas driver's license or other government-issued photo identification, i.e., passports, visas, scanned by the Raptor system prior to visiting any areas where students are located. GCCISD employees are only required to provide their GCCISD identification badge.

Parents are invited to visit schools for conferences with teachers, the counselor, or administrators at any time the need arises. Each teacher has one period set aside each day for conferences and will be available after school for conferences. It is required that parents call the school and schedule a conference with teachers prior to their visit. Parents are encouraged to make an appointment to visit administrators and counselors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Classroom visitations by non-school students are strictly prohibited.

**Students not enrolled on a campus are discouraged from visiting a school at any time during the day. Parents, relatives, siblings and students from other schools are encouraged to attend school functions, extracurricular activities, and special events that occur outside of the normal school day.** Non-school students, other children, siblings, or family houseguests may not attend classes, school parties, field trips, or visit in the classroom.

**Parents/guardians may only provide meals for their own child.**

### **WEAPONS ON CAMPUS**

**Students must not bring weapons on campus.** Students who are found in possession of a weapon such as a gun or an illegal knife as defined in the Texas Penal Code will be expelled from school. For a complete listing of expectations and consequences refer to the Goose Creek CISD Student Code of Conduct.

## HELPFUL INFORMATION

The information contained in this section applies to students in all high school grade levels of Goose Creek Consolidated Independent School District. All students and parents of high school students should review the entire contents of this section of the Student / Parent Handbook.

### ROUTINE PROCEDURES

**WHAT TO DO IN CASE . . . You are hurt or ill . . .** Please contact the school nurse. All students must have passes from their teachers to see the school nurse. Emergency names and numbers other than parents should be placed on the principal's card when enrolling. On days the nurse is not on campus, see your grade level principal.

#### Secondary

##### **Accident Reports**

Injuries on campus must be reported to the school nurse within 24 hours. An accident report is required of all accidents that require the attention of a medical doctor. The nurse will document all injuries regardless how minor they appear to be.

An injury that occurs in class, physical education or otherwise, should be reported to the student's instructor, and an accident report initiated by the instructor and turned in to the nurse.

An injury in the hall, on the stairs, etc., should be reported by the nearest teacher on duty, the principal, an assistant principal, or the school nurse, and an accident report initiated and turned in to the nurse.

**You have a lost book . . .** Check the Textbook Lost and Found in the textbook office. If the book is lost, pay for the book in the Textbook Office to receive a new book

**You want to leave the classroom . . .** Get a permit/hall pass completely filled out by the teacher. You must have your teacher's approval. Leaving a classroom without a written pass signed by the teacher may be considered truancy.

**You come to school after first period has started . . .** Bring a written excuse from your parent or guardian explaining why you are tardy and sign in the office.

**You want a transcript of your credits . . .** Go to the main registrar's office.

**You have an accident or a theft in the parking lot . . .** Report to a security person or the designated administrator.

**You need to ride a different bus . . .** Bring a note from your parent and give it to a principal before the end of first period for his/her signature and approval. You must have the note signed by a principal before the end of your lunch period. Bus notes will not be approved after the lunch periods have ended.

**You need minimum attendance verification of enrollment for driver's license (VOE) . . .** Report to the Main Office and complete a request form. The form will not be available until the following school day. Students who will need forms during holidays are encouraged to request the form well in advance of the holiday.

#### Elementary

Please begin each day by seeing that your child will have a good day - check for lunch money, homework, books, and school communications. Be sure your child knows about any change in routine, such as **different transportation or destination after school**. We encourage you to contact the office no later than 2:00 p.m. Students are not permitted to ride a different bus home without **written permission** from parents. Please do not call the school to give your child messages except in an emergency. This interrupts classroom instruction.

Pre-kindergarten students who ride the bus home from school must be met at their bus stop, by a parent or a parent designee. Pre-k students who are not met at their bus stop will be returned to their campus.

A positive attitude of students toward school is essential to happiness and success in school. Parents play an important role in modeling positive attitudes toward school. Any time you have a concern about your child, please share this with the classroom teacher or principal. Communication between teachers and parents ensures a beneficial learning environment for your child.

## **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Students who do not abide by District rules of conduct during an assembly shall be subject to disciplinary action.

## **BICYCLE SAFETY**

Bicycles may be ridden to school and parked in the proper locations. Bicycles must be walked **onto** and **off** the school grounds. It is best to have a lock for the bicycle.

## **CLUSTERED SCHOOLS**

In order to meet the 1:22 requirements of the Texas Education Code, elementary schools are paired or clustered for enrollment purposes. Each campus is designated as the primary campus to receive students from that campus zone until enrollment is at a maximum for the grade level. When the maximum enrollment is reached, new students may be assigned to a nearby school unless that school is also at capacity for the grade level.

## **TELEPHONE USE**

The school telephone is a business telephone. The lines should be kept open for use by parents who need to reach the school. Students may use the school telephone in emergency situations. The situation should first be explained to the teacher who may give the child permission to see the secretary. Making plans to go home with a friend is not an emergency situation. Plans of this kind should be discussed at home before school. A note signed by the parent and principal must be given to the bus driver before the child will be allowed to ride a different bus home.

## **ACADEMIC CLASS RANK**

The ACR shall be used to award class rank based on the District's weighted grade point scale.

The ACR shall be determined by dividing accumulated grade points earned by the total number of eligible state-approved foundation courses, Advanced Placement (AP) courses, and dual credit courses taken. Eligible courses shall be identified annually in the course selection guide.

## **YEARBOOKS, RINGS, INVITATIONS, CAPS AND GOWNS**

The following will be made available to students during the year:

Yearbook – The school's yearbook can be ordered during the designated sales period. Late orders are available at an additional cost.

Rings - The initial order for the official school senior ring is placed in the spring during a student's sophomore year. These rings are delivered in the fall of his/her junior year. Additional orders are accepted in the fall when rings are delivered. Prices vary depending on student desires.

Invitations – A committee of seniors selects the invitations.

Caps and gowns - Caps and gowns are sold to seniors and are usually delivered a week before baccalaureate. They are ordered approximately the same time as invitations but are not paid for until delivery.

## **CAFETERIA PROCEDURES**

- **ID Badges, Meal Cards, or Student Identification Number must be presented by or entered by ALL students to get meals and buy ala carte snacks in the cafeteria.**
- Students should display good conduct and table manners.
- Cutting in line is prohibited; Do not save places.
- Deposit all trash in the proper receptacles.
- Failure to comply with cafeteria rules and regulations may result in disciplinary action.

Presentation of ID badges will be the responsibility of the student.



## **CHEERLEADERS**

Each high school may have two cheerleading squads – a varsity squad and a junior varsity squad. Freshmen may only try out for the junior varsity squad unless there is an incidence of ten or less candidates eligible for varsity squad. The varsity squad at each high school will have a minimum of twelve (12) cheerleaders. The minimum standards will be used only when an insufficient number of candidates earn the required minimum judges' score during the tryout process or do not meet the minimum required term of service or grade level. The candidates will be ranked using the seven steps for varsity squad selection outlined in the GCCISD Cheerleader Guidelines and then ranked according to their total tryout score until the minimum squad has been fulfilled. If there are sixteen (16) or less total candidates who are named cheerleader to the Varsity and Junior Varsity squads, the squads will combine to make a Varsity squad only, regardless of varsity minimum score, term of service, or grade level.

First-year cheerleaders added to a rebuild Varsity squad will be required to master all required cheerleading material before cheering at each game. Any first-year cheerleader who successfully completes one year on a rebuild Varsity squad will be considered a candidate who has successfully completed one term of service as a junior varsity cheerleader in a Goose Creek CISD high school for any future tryouts.

Cheerleaders are selected during the spring semester for the following school year. Cheerleader candidates must meet specific grade and conduct eligibility listed in the GCCISD Cheerleader Guidelines. Tryouts are open only to students currently enrolled in a GCCISD school. *\*Note\* A student tryout out for cheerleader at a campus they are not traditionally zoned to on their official enrollment document must have an approved transfer through the Department of Student Services prior to trying out for the campus.*

Each junior high school will have a maximum of sixteen (16) cheerleaders. If sixteen (16) or less students tryout, a minimum of 50% of the candidates will form a squad. If seventeen or more students try out, top scores from each grade level will be taken, with a maximum of twelve 8th graders and a maximum of ten 7th graders to form a maximum sixteen-person squad. Cheerleader tryouts will be held during the fifth six weeks. Cheerleader selection will be based on judges plus teacher recommendations combined scores.

Junior High and High School Cheerleader Guidelines are updated each January. A complete brochure explaining all eligibility requirements, responsibilities and duties, tryout procedures, judging, standards for maintaining membership, competitions, and head cheerleader selection is issued to all candidates prior to the spring tryouts or can be obtained at any time from the main office. It is the responsibility of each student interested in becoming a cheerleader to obtain a copy of the cheerleader guidelines and to meet the requirements and expectations outlined in these guidelines. When the course is offered/available, cheerleaders are required to be in the class both semesters (fall and spring).

## **CLASS RANK**

Academic class rank will be used to award class rank based on the District's weighted grade point scale published in the District Course Description Guide (EIC Local). Freshmen, sophomore, and junior students will receive a current transcript and class rank at the end of June. See the Honors section for information on senior class rank.

## **CLASS TARDIES**

To be counted present to class, a child must check in no later than the designated class roll check time, which is fifteen (15) minutes after the bell signifying the beginning of that specific class. It is important to note that a tardy is defined locally as a partial absence. Students with excessive tardies shall be referred to the campus discipline person and/or the District Attendance Officer.

## CLASSIFICATION POLICY

Grade 9	First Year in High School
Grade 10	Second Year in High School
Grade 11	Third Year in High School
Grade 12	19.5 Credits Earned

### Midterm Move ups for the Graduating Classes of 2011 and Beyond

Fourth-year high school students with 19.5 or more credits at midterm move to Grade 12.

Fourth-year high school students with 21.5 or more credits at midterm move up from Grade 11 to Grade 12

### Transfer Students

A transfer student shall be assigned a grade classification, upon receipt of an official transcript from the sending school, in accordance with the policies of the Goose Creek Consolidated Independent School District.

## CLOSED CAMPUS

**Permission will not be given for students to leave campus during the lunch period unless it is for a doctor or dental appointment. Medical documentation will be required when the student returns to campus.** At lunch, students should remain in the cafeteria, commons, or patio. Students are not allowed in the hall, parking lots, and areas outside the building during lunch.

## CLUBS AND ORGANIZATIONS

Students are afforded the opportunity of expressing their particular interests through membership and active participation in various clubs and organizations.

## EXTRACURRICULAR ACTIVITIES

Student activities for a variety of interests are provided both within and outside the regular curriculum. Students are encouraged to become involved in activities, can benefit in a variety of ways, and can feel more a part of their school. Eligibility is based upon students passing the previous six weeks.

The following are examples of extracurricular activities offered in the junior school:

Athletic Teams	Math Competitions	Spelling Competitions
Band Competitions	Science Fairs	Orchestra Competitions
Choir Competitions	Speech Contests	UIL Competitions
History Fair	Student Government	

## DANCES

At various times throughout the school year, individual junior school campuses may choose to sponsor or allow dances for students. Participation in school dances shall be limited to students currently enrolled at the campus sponsoring the dance. (Example: A student from one junior school may **not** invite a student from another junior school as a guest to a school-sponsored dance.) The traditional Eighth Grade Dance will be held a in district boundaries.

## COMMUNITY SERVICE PROJECTS / FUND RAISING

Service clubs and other organizations on campuses participate in numerous service activities throughout the school year. These activities include volunteerism, fund raising for charitable organizations, and participation in voluntary school wide blood drives. The District feels these service activities allow students to build pride in self and community and create a life-long commitment to volunteerism.

These activities include, but are not limited to, PTO festivals and charitable fundraising activities for non-profit groups such as the American Heart Association (Jump Rope for Heart) and the American Cancer Association (Relay for Life). Participation by students in these activities is encouraged, but not required. However, participation in these fundraising activities may allow the students to participate in a campus reward approved by the principal.

## **BLOOD DRIVES**

District high schools sponsor voluntary student blood drives on campus throughout the school year in an effort to build student awareness of the critical need of maintaining a community blood supply for medical purposes and needs. These blood drives are conducted by state-certified blood centers affiliated with M.D. Anderson Cancer Center, St. Luke's Hospital, and the Gulf Coast Regional Blood Center.

State law allows persons 17 years of age and older and in good health to donate blood without parental consent. State law also allows persons 16 years of age and in good health to donate blood with written parental consent. GCCISD follows state law regarding student participation in voluntary blood drives.

The District encourages parents to discuss with their child(ren) early in the school year the appropriateness of student participation in the voluntary blood drives as well as other service projects sponsored by school organizations.

Dates of the student blood drives will be communicated through the District website, the individual school websites, and campus newsletters.

## **PARTIES**

Three parties may be planned each year. You will be notified by the school regarding these parties. **Other children, siblings, or visitors may not attend school parties.**

Birthday parties are not allowed at school and party invitations may not be distributed at school. Parent or guardian may bring cupcakes, brownies, or cookies (pre-packaged, store bought) to be shared with the class on their student's birthday. The treat will be distributed at the end of the lunch period or during the last ten minutes of the school day at the discretion of the campus principal.

## **CORRESPONDENCE COURSES**

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. *Prior to* enrollment in correspondence courses, students *shall make written request to the principal or designee* for approval to enroll in the course. *Students shall NOT be awarded credit toward graduation if approval was not granted prior to enrollment.* Students may be enrolled in only one correspondence course at a time.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term. Resident students may earn a maximum of two of the total units required by the state through correspondence courses.

Credit toward state graduation requirements may be granted for correspondence courses only under the following conditions:

- The institution offering the course is the Texas Tech University, or other public institution of higher education approved by the Commissioner of Education.
- The correspondence course includes the state-required Texas Essential Knowledge and Skills for such a course.

## **CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

Students may earn credit by examination with prior instruction in any academic course required for graduation. Tests shall be administered according to procedures approved by the Superintendent or designee.

To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a failing grade in the course in order to gain credit by such an examination.

On the recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. (See Board Policy EHDB for further information.)

To receive credit, students shall score a grade of 70% or above on the examination. Unless specifically authorized by the attendance committee, students in the junior school shall earn no more than two credits and the student in the high school shall earn no more than four credits through credit by examination.

When a student requests to take an examination, the District shall charge a fee to cover the cost of the test. When the District requests a student to take an examination, no fee shall be charged.

One Unit (1) = 2 semester  
One-half Unit (1/2) =1 semester

Junior Schools: Two (2) units = two (2) years or four (4) semester units  
High Schools: Four (4) units = four (4) years or eight (8) semester units

### **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. For more detailed information, registration deadlines, application forms, and questions, please contact your school's administrator or counselor. Parents may contact the office of **Kerry Tilton, Director of Assessment and Accountability, at 281 707-3791.**

These tests allow Goose Creek students who ALREADY HAVE the academic proficiency and understanding of the subject areas or course content to accelerate when the District's required score is attained or exceeded on the District-provided tests. The tests are not designed for the student who requires tutoring or study in order to take the test. If all conditions are met and the student's test score meets or exceeds the District passing standard, the student will be accelerated receive credit for the subject.

#### **Secondary Grade Levels:**

Secondary students must meet or exceed a passing standard of 80%.

#### **Elementary Grade Levels:**

The passing standard for grade levels 1-5 is 80% on all required tests.

### **DROPPING A COURSE/SCHEDULE CHANGES**

Students are able to review courses during the registration period. Once a class begins, student/parent requests for a schedule change may be submitted the week of the first progress report. See the Advanced Academics section below for more information regarding Pre-AP/AP/Dual Credit courses. A final decision regarding the requested schedule change will be based on the following criteria:

- There is appropriate space in the class for the transfer.
- The student is a senior not scheduled in a course needed for graduation.
- The student has already earned credit for a course currently scheduled.
- The student does not meet the prerequisite requirements for a course.
- The student has previously failed this class under the same teacher.
- The student was dismissed from a program where approval must be granted.
- The students does not have a full schedule.
- Other as approved by the building principal.
- Dropping a dual credit course will be in accordance with the college guidelines.
- Any student may move from a regular level course to an advance level course in the same content area no later than the first progress reporting period. Students and parents should be aware that moving into an advanced level course after the first week of school may require additional work or participation in tutorials.

Request for dropping courses after the first progress reporting period should be requests that contain extenuating circumstances. These requests will be reviewed by the principal's designee for consideration.

## **DUAL CREDIT**

Dual credit is the process by which a high school student enrolls in a college course and receives simultaneous credit for the course from both the college and the high school. A list of approved academic and technical dual credit courses is available through your high school counselor.

In order to enroll in a dual credit course, the student must complete a series of steps that are involved in the registration process. One of these steps includes parental permission to enroll in a dual credit course through Goose Creek CISD. In order to be eligible to receive high school credit for a dual credit course, a GCCISD student must have first met with his/her high school campus counselor and receive written approval through the counselor to take the course and written approval from the parent/guardian for the student to register for the course.

This process requires the completion of the GCCISD Dual Credit Registration Packet with all required signatures. A student will not be eligible for high school credit if a GCCISD Dual Credit Registration Packet was not completed, with all required signatures, in advance of enrolling in the college course. This includes dual credit courses taken during the summer months and after school hours.

In addition, beginning with students entering 9th grade in 2016-17 (Cohort 2020), dual credit courses taken outside of regular high school hours (evening, summer school, etc.) will not count towards academic class rank.

Each semester certain classes are offered for dual credit between Impact Early College High School Stuart Career Tech. High School, and Lee College. Students must be eligible to take the course through the college entrance exam scores and must have completed the Apply Texas online college application. Students and parents must sign a copy of the student's degree plan before enrolling in dual credit courses. Degree plans will be provided by the school counselor. Please refer to the student's degree plan regarding Dual Credit courses at ECHS.

## **DROPPING A DUAL CREDIT COURSE**

When considering dropping a dual credit/college course, the following things should be considered:

- dropped courses will remain on the student's Lee College transcript indefinitely;
- after a student accrues enough dropped courses future financial aid eligibility will be impacted; and
- the student's ability to register for future classes could be affected.

Students who feel that they need to drop a course will need to speak with their high school counselor for permission. Students will not be allowed by the Lee College Admissions Office to drop courses without the high school counselor's permission and Lee College Dual Enrollment office permission. Parent permission will also be necessary in order to drop a class.

The last day each semester and summer term on which students may drop courses without penalty is listed in the Lee College Catalog.

## **DEGREE PLANS**

The goal of IMPACT ECHS is for the student to either earn an Associate's Degree or 60 college hours along with their Distinguished Level of Achievement High School diploma. The expectation is that our students will then transfer to a 4 year university to complete a Bachelor's Degree.

The goal of SCTECHS is for the student to either earn an Associate's Degree and or level 1, 2, or 3 certificates along with their Distinguished Level of Achievement High School diploma.

## **DROPPING A HIGH SCHOOL COURSE**

After the fourth week of a semester, no students will be allowed to drop a high school course without

- 1) losing credit for the semester and
- 2) receiving a failing grade for each six weeks as well as the semester

This policy does not prohibit students from moving from one level of a course to another level without penalty. [Example #1: a student can move at the end of the first six-weeks from an AP (Advanced Placement) course to a regular class without penalty as long as it is the same course, but different level.] [Example #2: a student would not be allowed to move from a physics class to any other courses (office aide, electives, etc.) other than a physics class after the fourth week of the semester.]

## **EMERGENCY MEAL POLICY**

Goose Creek CISD knows that sometimes families forget lunch money. We have a plan to ensure that students can receive a meal during times when a child's meal account is low or negative. The Emergency Meal Policy applies to all Grade Levels. The emergency meal policy applies to lunch meals only. All GCCISD Students can eat breakfast without charge, regardless of free, reduced or paid meal status.

### **The Nutrition Services Department wants to:**

- Feed all students.
- Make sure that every student has completed meal application on file.
- Ensure it is common knowledge that parents are responsible to pay for all lunches eaten until their student is approved for free, and /or reduces price meals.
- Notify families whose students have unpaid meal charges via phone calls and/or letters from the school staff and/or school nutrition services campus staff.

### **Policy:**

A student will be allowed to charge 10 emergency meals:

- Phone calls will be made to parents through the school messenger system.
- Once a student has charged 10 meals, then the student will receive a sandwich and juice only.
- Students will not be able to charge snacks items while they have a negative meal account balance.

## **SEMESTER/FINAL EXAM EXEMPTIONS**

**Students may exempt all EOC AP/CTE finals in the spring semester if they master the EOC exam and receive full credit for the course and take the corresponding AP/industry certification exam and meet all of the exam exemption requirements listed above. These AP spring exam exemptions are in addition to the number of exemptions that appear in the table listed above**

## **GRADE AVERAGING**

A student receives credit in any class for any semester with a 70 or above average.

In a year long course, a student receives credit for both semesters if he/she passes the first or second semester and the average of the two semesters equals or exceeds 70.

**NOTE** — The NCAA Clearinghouse does not recognize credit for any semester in which the grade is not 70 or above. Therefore, implementation of this averaging method to award credit for both semesters when one semester grade is below 70 could have a negative impact on future admission or scholarship opportunities to NCAA schools. It is recommended that students consult with their grade level counselor and/or coach to determine if it would be in their best interest to retake a semester in which the grade is less than 70 rather than average the semester grades to receive one full credit.

## **GRADING SYSTEM**

Numeric grades will be used in recording student's grades in first – twelfth grades. Grades will be reported based on a scale of 0 – 100. A passing grade will be 70 or above.

A checklist based on skills is used to record Pre-K and kindergarten student's progress in class. Each checklist is based on information provided through instruction during each nine-week grading period.

## **HOMEWORK**

Homework is a valuable learning experience because many skills require practice for mastery. For this reason, homework is assigned at the discretion of the teacher. Please assist the teacher in seeing that your child considers homework important. When your child is ill and will be out of school for several days, you may request homework by notifying the school office by 9:30 a.m. to give teachers time to prepare assignments. The homework assignments will be ready for you in the office by the end of the following school day.

## **SCHOOL COUNSELING & STUDENT WELLNESS**

There is a counselor on each campus who is eager to get to know each student personally and would be happy to help. At the secondary level, student wellness interventionist are also available to assist students. If students need advice in any matter or feel they need to talk to someone other than their parent, guardian, or teacher, the counselor or student wellness interventionist is the person to see.

School counselors and student wellness interventionist are interested in helping. Counselors and student wellness interventionist are available to discuss any matters of concern as well as help students plan for their future.

Counseling services are provided for all students. Counselors and student wellness interventionists conduct classroom lessons with students on a variety of topics. Students may also participate in counseling sessions individually or in small groups. Students are scheduled so that they do not miss valuable instructional time in the classroom.

At the secondary level, students may wish to visit the Counseling & Student Wellness Department for many reasons. Some reasons students may see the counselor are to:

- Discuss present or future schedule
- Review grades and test results
- Seek advice or help on a personal problem
- Look through available information on colleges and careers
- Request and take special aptitude tests, interest inventories, etc.
- Obtain information and applications for College Entrance Tests
- Discuss entrance requirements and offerings of various colleges
- Inquire about scholarships and pick-up scholarship applications.

### **Areas of assistance the counselor may give in relation to educational concerns include:**

1. Scheduling of subjects
2. Interpreting test results
3. Reviewing personal folder to gauge current or projected areas of ability and achievement
4. Preparing for high school and post-secondary opportunities

### **Areas of assistance the school counselor or student wellness interventionist may give in relation to personal concerns include:**

1. Physical health and development
2. Social relationships
3. Home and family relationships
4. Emotional behavior

Secondary students in conjunction with their school counselors are making graduation plans beginning in junior school. Parents are encouraged to review these plans with their students. Parents are also encouraged to contact their child's counselor about information that will assist us in providing a supportive atmosphere for their child. School counselors and student wellness interventionist work closely with the entire school staff to help make school a positive experience for all children.

## **SCHOOL COUNSELING**

Guidance and Counseling services are provided for all students. The counselors conduct classroom guidance with all students on a variety of topics. Students may also participate in counseling sessions individually or in small groups. Students are scheduled so that they do not miss valuable instructional time in the classroom.

Parents are encouraged to contact your child's counselor if you have information to help us provide a supportive atmosphere for your child. The counselor also works very closely with the entire school staff to help make school a positive experience for all children. The elementary school counselors are looking forward to working with your child.

## **HONOR ROLL**

Each six weeks, three honor rolls will be prepared - the Distinguished Honor Roll, the Regular Honor Roll, and the A/B Honor Roll.

To achieve recognition on the Distinguished Honor Roll a student must receive no grade below 90 in any subject for the six weeks period. To achieve recognition on the Regular Honor Roll a student must receive no more than one grade below 90 in any subject for the six weeks period and that grade may not be below 80. To achieve recognition on the A/B Honor Roll a student must receive at least one grade of 90 or above and no grade below 80 in any subject for the six weeks period.

## **EARLY DISMISSAL**

Children must have **written permission** from their parents to leave the school campus during school hours. The child is to show the note to the teacher upon arrival to class, and the teacher will send the note to the office. Parents must come to the office to pick up their child. Anyone picking up a student must be an authorized person. If the authorized person is unknown to school personnel, a picture identification will be required. The office then calls the child from class since the teacher is not permitted to dismiss the child unless she receives a call from the office.

After arriving on campus, students are not to leave the school campus. Students can be released only to the custody of their parents, legal guardian, or individuals designated by the parent or legal guardian. Students consistently not picked up after school will be referred to legal authority.

Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse or office personnel will decide whether the student should be sent home and will notify the student's parents.

## **LOSS OF CREDIT - EXCESSIVE ABSENCES**

State law and Board policy provide that students' grades will be adversely affected by excessive absences, especially unexcused absences.

To obtain credit for a class, a high school student must be in attendance a minimum of 90 percent of the days the class is offered each semester. For example, if the fall semester contains ninety (90) days, a student must be present at least eighty-one (81) of those days (90%) in order to receive credit for a respective course. If a student is absent more than 10%, or nine days, then the student will not receive credit for the course.

To be promoted to the next grade, elementary and junior school students must attend school at least 90 percent of the days classes are offered for the entire school year unless there are extenuating circumstances approved by the campus attendance committee. For example, if a school year has 169 days of instruction a student must be present at least 152 days (90%) in order to be eligible for promotion.

## **DOCTORS' EXCUSES MUST BE SUBMITTED TO THE APPROPRIATE GRADE-LEVEL OFFICE WITHIN THREE DAYS OF THE VISIT TO THE DOCTOR. IF THESE EXCUSES ARE NOT SUBMITTED WITHIN THREE DAYS AFTER AN OFFICE VISIT, THEY WILL NOT BE CONSIDERED DURING THE ATTENDANCE REQUEST FOR CREDIT HEARINGS.**

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester or school year.



This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

### **TARDIES / PARTIAL ABSENCES**

An elementary student who arrives after his/her school starting time and before the 9:30 a.m. official roll check is considered tardy. Parents must escort their child to the school office when they are tardy. It is important to note that a tardy is defined as a partial absence. Students with excessive tardies shall be referred to the campus administrator and/or the District Attendance Officer. Excessive tardies may result in a court warning or court referral (see the Attendance Information section in the District Information section of this Handbook).

Students who are released to a parent prior to his/her school ending time will be assessed a partial absence for that day. A partial absence is treated in the same manner as a tardy.

### **HONORS**

The GPA of National Honor Society members must be 4.25 (on a 6.0 scale) or above at the end of the tenth grade year and must be maintained until graduation.

#### **Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest rank as determined by the ACR and the criteria above.

In the event of a tie among honor graduates, all students with the same ACR shall be awarded the place, and the next place or places shall be skipped.

Should more than one student qualify for valedictorian, all students tying shall be recognized as covaldictorians, and the honor of salutatorian shall be skipped. Should more than one student qualify for salutatorian, all students tying shall be recognized as cosalutatorians, and the next place or places shall be skipped.

#### **Cum Laude Degrees**

- a. Top 2% of the class—Summa Cum Laude
- b. Next 3% of the class—Magna Cum Laude
- c. Next 5% of the class—Cum Laude

Class rank and grade point average for senior local honors recognition shall be computed at the end of the 3rd nine weeks grading period of the senior year. Grade point average is determined by dividing the number of courses taken into the total grade points earned on the District's grade point scale.

## **IDENTIFICATION BADGES**

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented at each high school. **All** students, faculty, and staff are required to wear the badge. Since everyone is required to wear a badge, school personnel will be able to ensure a safe environment by recognizing and taking immediate action on anyone who is not identified as being associated with the school. The identification badge will be used for the cafeteria, library, and other security identification purposes. The following guidelines have been implemented to ensure the success of the High School ID Badge Program.

1. All students are required to wear an ID badge at all times during the school day on campus, on buses, and on all GCCISD property. The ID badge must be worn on the students' person at all times while on campus.
2. A student must present the badge for identification upon request by any school district employee.
3. The badge will be required for all library transactions.
4. The badge may be needed to attend extracurricular activities (football games, etc.). Failure to present this identification when requested by school officials at any extracurricular activity may result in removal from the activity.
5. The badge will be used to purchase school breakfast and lunches.
6. Lost or defaced badges must be replaced at the cost of \$5 (cash or money order) per badge.
7. Students are expected to maintain the student ID badge from year to year. An initial ID badge will be issued free to students new to the campus.
8. Lost or broken neck straps will be replaced for \$1.
9. ID badges must be worn appropriately with name and picture visible.
10. The loss of multiple badges or defacing a badge may result in disciplinary action (ex: scratching picture, chewing, stickers, marking, etc.). *Badge must remain clean.*
11. Failure to comply with regulations may result in disciplinary action.

## **INCOMPLETE GRADES ("I")**

University Interscholastic League (UIL) Guidelines state, "A student with an "Incomplete" grade is ineligible at the end of the seven-day grace period unless the "Incomplete" was replaced with a passing grade prior to the end of the seven-day grace period. Students with an "Incomplete" grade either within or beyond the end of the seven-day grace period may regain eligibility if the work is made up within two weeks of the end of the six weeks reporting period when the student received an "Incomplete." However, during the final seven days of the two-week allowance for making up work, the student is still ineligible to compete in any UIL-sanctioned activity.

## **PARENT CONFERENCES**

Parents are invited to make an appointment with the appropriate grade level counselor to discuss any matters of concern. Counselors are eager to assist in deciding upon the best possible course of study for each student. Students in conjunction with their school counselors are making six-year graduation plans beginning in junior high. Parents are encouraged to review these plans with their students.

## **PARKING PERMITS**

Parking permits are required for students parking on campus. Parking permits are reserved for sophomores, juniors, and seniors. Freshmen who have five or more credits may qualify for a parking permit with the approval of the principal. Students must have a valid Texas drivers' license and insurance prior to obtaining a parking permit as well as a signed drug testing permission form on file in the assistant principal's office. Each high school campus has individual rules that are issued with the parking permit due to the space confines of the individual parking areas. The following are the uniform consequences if the policies are violated:

### **Student with license/no permit**

- 1<sup>st</sup> Violation – office referral/warning.
- 2<sup>nd</sup> Violation – Loss of permit for the remainder of the semester.
- 3<sup>rd</sup> Violation – Parking privilege revoked for the remainder of the year,
- 4<sup>th</sup> Violation – Vehicle will be towed
- Student with no driver's license or permit
- 1<sup>st</sup> Violation – Student/Parent Warning by Assistant Principal and Goose Creek Police
- 2<sup>nd</sup> Violation – In School Suspension (ISS) (3) days/Citation issued to parent
- 3<sup>rd</sup> Violation – Student ineligible for a permit for the remainder of the school year
- 4<sup>th</sup> Violation – Vehicle will be towed

**Students parking on campus without a permit will be given TWO WARNINGS; subsequent violations will result in the car being "booted" and student charged \$25.00 fee.**

**PLEASE NOTE; ANY TIME A STUDENT PARKS IN A TOW AWAY ZONE AS ESTABLISHED BY LAW; i.e., FIRE ZONE, THE VEHICLE IS SUBJECT TO BEING TOWED.**

## **PASSING TO CLASS**

When the first bell rings, students should go directly to the class to which they are assigned. They are not to go by any other classroom or any office. Because of congestion in our halls, students are asked not to congregate in the halls or outside of classrooms. Teachers will ask students to move on in the halls and to have a seat in the classroom.

## **PERMITS FOR EARLY DISMISSAL FROM SCHOOL**

No student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian. Excuses must be approved by the campus administrator or designee.

## **PERMITS TO LEAVE CLASS**

- It is the student's responsibility to acquire a pass from the teacher to leave class. The student should be prepared to present it upon request by school personnel.
- Students are discouraged from leaving class unless it is an absolute necessity.
- When a student leaves class on a permit, he/she must return to that class before the end of that period.
- A permit must have the student's name, time of departure, designated place, and the teacher's signature.
- The teacher will allow only one student at a time to leave on a pass. That student must return before another may leave. This does not include passes from an office. Teachers may permit more than one student to go to the library.
- Students should not request passes to the cafeteria or student commons as teachers are asked not to allow students to these areas during any class or activity period.
- Hall passes should not be issued during the first and last 15 minutes of a class period unless it is an emergency.
- Remember that a pass is issued for a request, not a demand. It is a privilege that the teacher may grant or deny.

## **PHYSICAL EDUCATION**

Students are required to fulfill the state required course unless a physician's release is filed with the principal. Students in Grades 6 through 8 will participate in at least 30 minutes of daily physical education for four semesters during those grade levels.

Students using school uniforms are required to purchase laundry/usage service from the school district. Students will be charged a replacement fee for lost or damaged articles. Physical education classes will regularly emphasize moderate to vigorous activity as a primary goal of catch physical education.

## **PROMOTION / RETENTION**

By law, requirements for promotion to the next grade are as follows:

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for language arts, mathematics, science and social studies.

In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactory on the mathematics and reading sections of the grade 8 state assessments.

If a student in grade 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 8 assessment. Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous, and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, based on recommendations from the school's teachers and observed social and emotional development of the student. **Elementary children must attend school 90 percent of the days classes are offered in order to be promoted to the next grade unless there are extenuating circumstances.**

## **REPORT CARDS**

Report cards will be viewable in Parent Portal the week following the end of the nine-week grading period. Parents may request a copy of their child's report card at the campus of enrollment. Please allow for a 24-hour notice for all report card requests. High school report cards will be mailed to the permanent address of the student at the end of each fall and spring semester. The district encourages parents to schedule conferences to discuss student academic and behavior progress.

## **REQUIRED CREDITS**

Since there are a number of graduation programs available to students, specific details of each graduation plan are included in the Goose Creek CISD Course Description Guide, which is updated and printed every spring and distributed to parents and students to assist in registration and planning for the coming year(s). Please refer to the Course Description Guide or your counselor for specific information about graduation requirements. The Course Description Guide can be found on the GCCISD website.

**GCCISD College Night 2021-2022**  
**September 14, 2021**  
**6:00PM- 8:00PM**  
**Goose Creek Memorial High School**

## **FAFSA/TAFSA**

Beginning with all students enrolled in 12th grade in the 2021-22 school year and beyond, the Texas Education Agency has added a FAFSA/TASFA completion provision for students to graduate.

For a student in the class of 2022 to meet high school graduation requirements, they must comply with the following:

Before graduating from high school, each student must complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA) – For all undocumented students.

1. There are some exceptions to meeting this graduation requirement:  
The student's parent or other person standing in parental relation submits a signed form indicating that they authorize the student to decline to complete and submit the financial aid application; or

2. The student signs and submits the FAFSA Opt-Out form on the student's own behalf, if the student is 18 years of age or older or the student's disabilities of minority (student emancipation) have been removed for general purposes under Chapter 31, Family Code, or
3. A school counselor authorizes the student to decline to complete and submit the financial aid application for good cause, as determined by the school counselor.

### **SCHOLARSHIPS**

Students should contact College and Career Counselor early in the year concerning the many scholarships available to them.

### **POLICE/SECURITY SERVICES**

Police officers and/or Security Officers are provided by the District to assist with school safety and security services. The school district Police Chief in collaboration with school administrators, issues their responsibilities in these areas. They are entitled to your cooperation and respect in fulfilling these responsibilities and remain committed to building positive relationships with students, staff and community.

### **SENIOR PROM EARLY RELEASE**

Only seniors will be released at the end of fourth period or no earlier than 4 hours from the start of school, on the day of the prom to prepare for the prom.

### **STATE TESTING REQUIREMENTS FOR GRADUATION**

All students entering ninth grade on or before September 1, 2010, are required to take the Exit Level state exam (TAKS) and pass all sections in order to participate in commencement exercises. The Exit Level (TAKS) test is a criterion-referenced test over the essential skills and knowledge of the state's curriculum.

Beginning with 9<sup>th</sup> graders in the 2011-2012 school year, high school students began taking the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) tests. Students will take an EOC exam after completing the following courses, as modified by House Bill 5.

English I, English II, Algebra I, Biology, U.S. History

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. **If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.**

STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. This particular EOC assessment may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

### **STUDENT AIDES**

All student aides will be approved by campus administration. A student may not be a student aide if his/her conduct record is determined to be unsatisfactory. *This is a regular assigned class, and all school rules will apply regarding conduct, truancy, etc.*

### **STUDENT ORGANIZATIONS**

Student leadership is essential if our schools are to function well. Leadership can be expressed both on an individual level and through opportunities within student government. Each student is challenged to exhibit a pattern of behavior and involvement that will ensure a healthy social and academic climate in our school.

Standards for election and holding office in school organizations are set forth for a number of offices and leadership functions. Contact the individual school office for additional information regarding these standards. Standards for other positions of responsibility may be established within each respective organization with the approval of the principal and sponsors. Newly formed organizations may establish standards on the same basis.

## **STUDENT COUNCIL MEMBERSHIP**

Members will be elected by classmates from their respective groups. Standards for Student Council members are:

1. Maintain a combined academic average of 70 or above during tenure. If the academic average of a member falls below the standard during a reporting period, the member will be required to go before a committee of the sponsor and administrative staff which can result in dismissal from participation for the remainder of the year.
2. Earn "S" or "E" in conduct. The earning of an "N" or a "U" in conduct will place a member on probation for a reporting period. The reporting of a second "N" or "U" will require a hearing before a committee made up of the sponsor and administrative staff which may result in dismissal from participation for the remainder of the school year.

## **STUDENT COUNCIL OFFICERS**

Student Council officers are the key representatives of our school. As such, they should possess distinct leadership qualities and must meet and maintain the following high standards:

1. Possess a grade average of 80 or above and maintain the average during the tenure in office. Failure to maintain the grade average for a second reporting period will disqualify an officer from holding offices for the remainder of the year; and
2. Maintain a satisfactory conduct report. Earning an "N" or a "U" in conduct will require a hearing before a committee of the sponsor and the administrative staff which may result in dismissal from office.

## **SUBJECT AREA AWARD (Junior High and Elementary)**

This end-of-year award will be based on teacher recommendation in subject areas and will not be based on grade alone. It is for students who have consistently put forth superior effort in class work, service, and citizenship.

## **SUMMER SCHOOL**

While the District is not required to offer summer school, a limited summer school curriculum for high school is usually offered for the benefit of our students. Tuition fees are charged for secondary summer school classes for original credit. STAAR remediation courses that are offered to identified students and credit recovery are offered for no charge. The summer school schedule and fee scale are determined during the spring semester and made available to students and parents through the guidance office. Students are encouraged to contact their counselor for further information. Fees are payable in cash, by personal check, credit card, or money order made out to Goose Creek CISD. Parents may direct questions either to their child's grade level counselor or to the District summer school administrator's office at **(281) 420-4800**.

**TESTING INFORMATION / DATES**

<b>2021-2022 High School Testing Calendar (Subject to Change by the Texas Education Agency)</b>	
<b>Date</b>	<b>Test and Grade Level</b>
<b>Fall 2021 Dates</b>	
Tuesday, December 7, 2021	STAAR End of Course English I
Wednesday, December 8, 2021	STAAR End of Course Algebra 1, Biology and U.S. History
Thursday, December 9, 2021	STAAR End of Course Algebra I
Friday, December 10, 2021	STAAR End of Course Biology
<b>Spring 2022 Dates</b>	
Tuesday, April 5, 2022	STAAR End of Course English I
Thursday, April 7, 2022	STAAR End of Course English II
Tuesday, May 3, 2022	STAAR End of Course Algebra I
Wednesday, May 4, 2022	STAAR End of Course U. S. History
Thursday, May 5, 2022	STARR End of Course Biology
<b>Summer 2022 Dates</b>	
Tuesday, June 21 2022	STAAR End of Course English I
Wednesday, June 22, 2022	STAAR End of Course Algebra 1 & U.S. History
Thursday, June 23, 202	STAAR End of Course English II
Friday, May 6, 2022	STAAR End of Course Biology

**PSAT/SAT/ACT TEST  
2021-2022 TEST SCHEDULE**

<b>National Test Date</b>	<b>Test</b>	<b>Registration Deadline</b>
October 12, 2021	School Day PSAT	N/A
March 2, 2022	School Day SAT	N/A
August 28, 2021	SAT	July 30, 2021 Late Registration date August 17, 2021
October 2, 2021	SAT	September 3, 2021 Late Registration date September 21, 2021
November 6, 2021	SAT	October 8, 2021 Late Registration date October 26, 2021
December 4, 2021	SAT	November 4, 2021 Late Registration date November 23, 2021
March 12, 2022	SAT	February 11, 2022 Late Registration date March 1, 2022
May 7, 2022	SAT	April 8, 2022 Late Registration date April 26, 2022
June 4, 2022	SAT	May 5, 2022 Late Registration date May 25, 2021
September 11, 2021	ACT	August 6, 2021 Late Registration date August 20, 2021
October 23, 2021	ACT	September 17, 2021 Late Registration date August 20, 2021
December 11, 2021	ACT	November 5, 2021 Late Registration November 19, 2021
February 12, 2022	ACT	January 7, 2022 Late Registration January 21, 2022
April 2, 2022	ACT	February 25, 2022 Late Registration March 11, 2022
June 11, 2022	ACT	May 6, 2022 Late Registration May 20, 2022
July 16, 2022	ACT	June 17, 2022 Late Registration June 24, 2022



**Junior High STATE TESTING – State of Texas Assessments of Academic Readiness (STAAR)**

The state requires students to take certain tests. Junior school students will take STAAR in grades 6, 7, and 8. At the Junior school level, these specific tests are as follows:

- Mathematics: Grades 6-8
- Reading: Grades 6-8
- Writing: Grade 7
- Science: Grade 8
- Social Studies: Grade 8

**Junior School testing dates for 2021-2022 are as follows:**

**STAAR (State of Texas Assessments of Academic Readiness)  
2021-2022 JUNIOR SCHOOL TESTING DATES  
(Subject to change by the Texas Education Agency)**

Date	Grade Level	STAAR EXAM
Tuesday, April 5, 2022	Grade 7	Writing
	Grade 8	Math
Wednesday, April 6, 2022		
	Grade 8	Reading
Tuesday, May 3, 2022	Grade 8	Algebra I (EOC)
Thursday, May 5, 2022		
	Grade 8	Science
Friday, May 6, 2022		
	Grade 8	Social Studies
Tuesday, May 10, 2022	Grade 6-7	Math
	Grade 8	Math (retest)
Wednesday, May 11, 2022	Grade 6-7	Reading
	Grade 8	Reading (retest)
Tuesday, June 21, 2022	Grade 8	Math (retest)
Wednesday, June 22, 2022	Grade 8	Reading (retest)
June 21-24, 2022	Grade 8	Algebra I (retest)

**STUDENT SUCCESS INITIATIVE (GRADE 8)**

Student Success Initiative grade advancement requirements apply to the STAAR Mathematics and Reading tests, (unless the student is enrolled in a reading or math course intended for students above the student’s current grade level), a student may not be promoted to grade 9 if the student does not perform satisfactory on the eighth grade Mathematics and Reading assessments. See Promotion and Retention on additional information.

Elementary school testing dates for 2021-2022 are as follows:

**TESTING DATES (Subject to change by the Texas Education Agency)**

<b>Date</b>	<b>Grade Level</b>	<b>Test</b>
Tuesday, April 5, 2022	Grade 4	Writing
	Grade 5	Math
Wednesday, April 6, 2022	Grade 5	Reading
Tuesday, May 10, 2022	Grades 3-4	Math
	Grade 5	Math (retest)
Wednesday, May 11, 2022	Grades 3-4	Reading
	Grade 5	Reading (retest)
Thursday, May 12, 2022	Grade 5	Science
Tuesday, June 21, 2022	Grade 5	Math (retest)
Wednesday, June 22, 2022	Grade 5	Reading (retest)

**STUDENT SUCCESS INITIATIVE (GRADE 5)**

Student Success Initiative grade advancement requirements apply to the STAAR Mathematics and Reading tests. A student may not be promoted to grade 6 if the student does not perform satisfactory on the fifth grade Mathematics and Reading assessments.

Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

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

**COLLEGE AND CAREER READINESS STANDARDS**

The Texas Higher Education Coordinating Board determined that students must score at the college readiness level on the Texas Success Initiative Assessment on each of the three components (reading, writing, and math). Incoming freshmen are prepped for the TSIA during Summer Bridge. Interventions for students, including freshmen and upperclassmen, who did not meet one or more of these readiness standards will be incorporated into their daily schedules. These interventions will include: writing and/or math lab. Students are given the opportunity to meet these standards twice each semester at minimum.

**MATH LAB**

The Lee College Math Lab provides tutoring services to all students taking mathematics courses. We provide walk-in tutoring services, as well as private tutoring sessions (virtual or face-to-face). You will also find a variety of computer workstations, private study spaces, and limited free printing to all students. The Math Lab also provides textbook, and <https://www.lee.edu/learning/dev-ed/math-pathways/lab/>

**WRITING CENTER**

The Writing Center supports all writers at Lee College, including students, faculty, and staff. Our writing assistants are available during any stage of the writing process, whether brainstorming or a second set of eyes before turning in an assignment. The Writing Center is located at the back of the Lee College Library, first floor of the ATC building. [www.lee.edu/writing](http://www.lee.edu/writing)

**CLASS RANK**

Academic class rank will be used to award class rank based on the District’s weighted grade point scale published in the District Course Description Guide (EIC Local). Freshmen, sophomore, and junior students will receive a current transcript and class rank at the end of June. See the Honors section for information on senior class rank.

## 2021 ADVANCED PLACEMENT EXAM SCHEDULE

Week 1	Morning 8:00 a.m.	Afternoon 12:00 p.m.
Monday, May 3	United States Government & Politics	Physics C: Mechanics Physics C: Electricity & Magnetism (2:00 pm)
Tuesday, May 4	Calculus AB Calculus BC	German Language & Culture Human Geography
Wednesday, May 5	English Literature and Composition	Physics 1: Algebra-Based
Thursday, May 6	United States History	Art History Computer Science A
Friday, May 7	Chemistry Spanish Literature & Culture	European History Physics 2: Algebra-Based
<i>Studio Art — last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly.</i>		
Week 2	Morning 8:00 a.m.	Afternoon 12:00 p.m.
Monday, May 10	French Language & Culture World History	Macroeconomics
Tuesday, May 11	Spanish Language & Culture	Psychology

<b>Week 1</b>	<b>Morning 8:00 a.m.</b>	<b>Afternoon 12:00 p.m.</b>
Wednesday, May 12	English Language and Composition	Microeconomics Music Theory
Thursday, May 13	NO EXAMS THIS DAY	
Friday, May 14	Biology	Environmental Science
Monday , May 17	Comparative Government & Politics Computer Science Principles	Statistics

*\*\*Currently, the College Board's AP Program is planning for traditional, on-campus exam administrations to be conducted in May 2021. However, during these uncertain times, changes may occur with the process or the administration of these exams. Please continue to monitor the [College Board's COVID-19 Update](#) website to stay fully informed.*

## **TEXAS GRANT PROGRAM**

### *Program Purpose:*

The Texas Legislature established the Towards Excellence, Access and Success (TEXAS) Grant to make sure that well-prepared high school graduates with financial need could go to college.

*Who can compete for an award?* A student who:

- Is a Texas resident;
- Graduated from a public or accredited private high school in Texas no earlier than fall 1998;
- Completed the recommended or advanced high school curriculum or its equivalent;
- Has financial need;
- Has not been convicted of a felony or a crime involving a controlled substance.
- Enrolls in a nonprofit public college or university in Texas within sixteen months of graduation from a public or accredited private high school in Texas and
- Has accumulated no more than 30 semester credit hours, excluding those earned for dual or concurrent courses or awarded for credit by examination (AP, IB, or CLEP).

OR

- Has earned an associate degree from a public technical, state, or community college in Texas and
- Enrolls in any public university in Texas no more than twelve months after receiving their associate's degree.

*When should students apply?*

Deadlines vary by institution but fall and spring grants are generally awarded in the spring prior to enrollment.

*How much can a student receive through the program?*

The award amount (including state and institutional funds) is equal to the student's tuition and required fees.

*Is this a one-time award?*

Students entering the program from high school who continue in college and who meet program academic standards can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a four-year degree plan or four years if enrolled in a five-year degree plan, whichever comes first.

*How do students apply?*

Apply for the TEXAS Grant when submitting the Free Application for Federal Student Aid (FAFSA) or other application as required by the college's financial aid office. Funding is limited, so the application needs to be submitted as soon as possible after January 1 of a student's senior year. The financial aid office at each college and university will determine if TEXAS Grant is part of the aid package that is offered to a student.

## **TUTORIAL SERVICES**

Students may be assigned to tutorials. Tutorial services in academic courses are offered to students who are having difficulties in these courses. Please contact the school to inquire about days and times that tutorial services are offered.

**Tutorial for IMPACT at Lee College** include:

### **MATH LAB**

Services Include: Tutoring, video tapes, computer tutorials and Calculators. Bonner Hall Room #113  
Tuesday - Wednesday 3:30 p.m. - 4:30 p.m. Call 281.425.6891 for hours. The college provides a math lab staffed by peer tutors and paraprofessionals for students enrolled in math classes, both developmental and college credit. Students are encouraged to visit the lab to obtain help with their course assignments. Students enrolled in developmental math classes may work independently at the computer work stations by utilizing the computer software and video lessons which accompany their textbook.

### **THE WRITING CENTER**

The Writing Center in BH 225 offers help with reading and writing. Call (281) 425-6534 Call 281.425.6534 for hours. The college provides a writing lab staffed by paraprofessionals and peer tutors for students enrolled in all Lee College courses. Students are encouraged to visit the lab to obtain help with reading and writing assignments.

## **UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) LITERARY**

All students interested in representing the high school in UIL Literary Events should contact the sponsor of the following events (your current teacher can help determine whom to contact):

Speech	Literary Criticism	Debate	Mathematics
Computer Applications	Journalism	Calculator	One-Act Play
Number Sense	Spelling	Ready Writing	Accounting
Extemporaneous Speaking	Current Events	Computer Science	Science

UIL Literary participants can letter and qualify for letterman jackets. To receive a letterman jacket for UIL Literary, a student must actively participate in UIL competition and remain in good standing for the entire year. In addition, a student must fulfill one of the following requirements:

- Participate in competition within the UIL district and earn a minimum of five points that count toward the sweepstakes, or
- Participate in competition in at least four UIL training contests and earn a minimum of one point at each meet that counts toward the sweepstakes award.

## **WAIVERS FOR UIL PARTICIPATION**

Students in honors and advanced courses shall be ineligible for participation in extracurricular activities when their average in any advanced or honors course is lower than 60 in a six-week grading period.

Students who fail any advanced course with a grade of 60 or above shall appeal to the principal (or designee) to have the no-pass, no-play suspension waived.

## **WEIGHTED GRADES**

In order to give a more accurate reflection of a student's achievement, a student's rank in class is determined by the grade point value of a numerical grade earned in regular or advanced classes. For further information about weighted grades, please see the *Goose Creek CISD Course Description Guide*.



**Goose Creek Consolidated Independent School District**

# **Student Code of Conduct**

**2021-2022**

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**STUDENT CODE OF CONDUCT  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**INTRODUCTION**

Pursuant to the Texas Education Code (TEC) and applicable rules, the Goose Creek CISD Board of Trustees adopted the following Student Code of Conduct (*the SCC*) as required under TEC§37.001 at a meeting held on June 28, 2021. If you have difficulty accessing the information in the document because of a disability, please contact Araceli De La Cruz, Director of Student Services at 281-420-4800.

At the beginning of each school year, a Student Code of Conduct outlining student expectations shall be made available to all students, parents, teachers, and administrators, by hard copy or through internet access at [www.gccisd.net](http://www.gccisd.net). Each parent and student also should be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures. Annually each student and parent shall sign a statement (*Parent / Student Acknowledgement Form*) that they have received and read the Goose Creek Student Code of Conduct and acknowledges the responsibilities outlined therein.

**PURPOSE**

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

The document that follows is the District's specific response to requirements of Chapter 37 of the Texas Education Code (TEC). The school district utilizes a Student Code of Conduct that contains progressive rules and consequences for misconduct. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. *The SCC*, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior and consequences of misconduct.

**CAMPUS BEHAVIOR COORDINATORS**

The Principal or designee(s) of each campus has been designated by the Board as the Campus Behavior Coordinator for that campus with the authority to:

- Assess and implement the campus discipline management program in cooperation with teachers and staff;
- Remove a student from campus for compelling non-disciplinary reasons or pending a hearing; and

The Student Code of Conduct shall be available at the office of the campus behavior coordinator and posted on [gccisd.net](http://gccisd.net). The campus behavior coordinator or other appropriate administrators will work closely with the campus threat assessment safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

**DISCIPLINE MANAGEMENT TRAINING**

Each principal or designee shall be responsible for providing discipline management in-service training for campus staff. The training must include a review of the District's Student Code of Conduct, any campus-based discipline strategies or techniques, and, research-based interventions.

**PARENTAL RIGHTS AND RESPONSIBILITIES**

Parents are partners with educators, administrators, and the District's Board of Trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.

A parent is entitled reasonable access to the school principal or designee with the authority to reassign a student or to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under the age of 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. State law also provides that the parents are entitled access to all written records of the school district concerning the parent's child, including:

- Applications for admission;
- Attendance records;
- Counseling records;
- Disciplinary records;
- Grades;
- Health and immunization information;
- Psychological records;
- Reports of behavioral patterns;
- Teacher and counselor evaluations; and
- Test scores.

A parent is entitled to:

- Review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child and to review each test administered to the parent's child after the test is administered;
- Complete access to any meeting of the Board of Trustees of the school district other than a closed meeting;
- Full information regarding the school activities of a parent's child except as provided by TEC §38.004;
- Remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester; and
- Grant or deny via a written request for school personnel to make a videotape or voice recording if to be used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.

### **STUDENT EXPECTATIONS AND STANDARDS FOR CONDUCT**

Each student is expected to:

- Attend all classes, regularly and on time;
- Follow all rules and regulations of *the SCC*;
- Demonstrate courtesy and respect for others even when others do not;
- Follow District and/or campus standards of grooming and dress;
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus, always exercising self-discipline;
- Cooperate with or assist the school staff in maintaining safety, order, and discipline;
- Obey all federal, state, district, campus, and classroom rules;
- Prepare for each class; bring appropriate materials and assignments to class;
- Respect the rights and privileges of other students, teachers, and other District staff;
- Respect the property of others, including District property and facilities; and
- Maintain honesty and integrity in all issues regarding schoolwork and interaction with school personnel.

The District may impose campus, classroom, and/or club/organization rules in addition to those found in *the SCC*. These rules may be listed in the student/campus handbooks; posted in classrooms; given to the student; or published in extracurricular handbooks, state or national organization by-laws, and/or constitutions, and may or may not constitute violations of *the SCC*.

Sponsors and coaches of extracurricular activities may develop and enforce standards of conduct that are higher than the District's general standards and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

[FNC(LOCAL)]

Organized standards of behavior of an extracurricular activity are independent of *the SCC*. Violations of these standards of behavior that are also violations of *the SCC* may result in independent disciplinary action(s). A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organized standards of behavior of an extracurricular activity or for violation of *the SCC*.

The entire staff of the school has the responsibility to enforce the standards and policies. Full cooperation of students and parent(s)/guardian(s) is expected. Students are expected to conduct themselves at all times in an appropriate manner.

### **DISCIPLINARY AUTHORITY OF THE SCHOOL DISTRICT**

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 and jurisdiction 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 periods in which a student is allowed to leave campus.
3. When a student engages in cyberbullying, as provided by Education Code 37.0832
4. Within 300 feet of school property, as measured from any point on the school's real property boundary line;
5. For any school-related misconduct, regardless of time or location;
6. While the student is in attendance or participation at any school-related activity, regardless of time or location;
7. When retaliation against another student, a school employee, board member or a volunteer occurs or is threatened, regardless of time or location;
8. When the student commits a felony, as provided by Texas Education Code §37.006 or 37.0081, on or off school property
9. When criminal mischief is committed on or off school property or at a school-related event.
10. When the student is required to register as a sex offender.

## GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

### Administering Discipline

Discipline is designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of both teachers and administrators and on a range of discipline management techniques.

**When deciding to order a student to in-school-suspension, out-of-school suspension, DAEP placement, expulsion, or placement in JJAEP the District will consider:**

- (1) Self-defense,
- (2) The student's intent or lack of intent at the time of the misconduct,
- (3) The student's disciplinary history, and
- (4) A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct to the extent required by state and federal law. These factors will be taken into consideration regardless of whether it is a discretionary or mandatory disciplinary consequence.
- (5) A student's status in the conservatorship of the Department of Family and Protective Services (foster care)
- (6) A student's status as homeless

**A student who, upon investigation, is found to be subject to bullying will not be disciplined on the basis of using reasonable self-defense in response to the bullying, as determined by the campus administration.**

### Office Referrals

An office referral may be issued for habitual or flagrant disciplinary violations, depending on the level and severity of the offense. An office referral may be authorized only by a principal or designee. An office referral applies only to the school year in which it is given, except when the violation occurs in the last six weeks of the school year.

### Office Referral - Elected Student Officers

Students who seek or hold any school office, either appointed or elected position, and who receive a first office referral will be placed on warned status for the remainder of the school year. Any student who receives a second office referral during the school year will not be eligible to run for or hold any school office, either appointive or elective.

If the first office referrals received during the last six weeks of the school year, it may carry over through the following fall semester. If the second office referral is received during the last six weeks of the school year, loss of honors may carry over through the following fall semester.

For more serious offenses, loss of honors will occur immediately without regard to the provisions described in the preceding two paragraphs. Offenses in this category include, but are not limited to; those listed in *the SCC* as Level III Acts of Misconduct. If loss of honors occurs during the last six weeks of the school year, it may carry over through the fall semester.

### Discipline Management Techniques

A student who violates campus or classroom rules and violations of *the SCC* may be disciplined by one or more of the discipline management techniques listed below. This policy specifically recognizes all discipline management techniques allowed under Texas law including restorative practices. The following discipline management techniques may be used alone or in a progressive manner to manage student behavior, prevent or intervene in discipline problems, or address violations of the SCC or campus or classroom rules:

- Verbal correction or reprimand;
- Cooling-off time or a brief "time-out" period, in accordance with law
- Seating changes within the classroom;
- Counseling by campus behavior coordinator, teachers, counselors, and/or administrative personnel;
- Parent-teacher conferences;

- Intervention strategies such as peer mediation, peer mentoring, or conflict resolution;
- Office referral;
- Temporary/permanent confiscation of items that disrupt the educational process;
- Rewards or demerits;
- Behavioral contracts;
- Detention, before school, at lunch, after school, or on Saturday, when appropriate;
- Sending the student to the office or other assigned areas;
- Extended cooling-off time
- In-School Suspension (ISS);
- Out of school suspension (OSS); for students in grades 3<sup>rd</sup> to 12<sup>th</sup>.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations;
- Techniques or penalties identified in student organizations' extracurricular standards of behavior;
- Revocation of transportation privilege
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District;
- Community Service Projects
- Placement in an in-district Disciplinary Alternative Education Program (DAEP) – Elementary DAEP, POINT Alternative Center, or out-of-district DAEP – Highpoint –;
- Expulsion to Juvenile Justice Alternative Education Program (JJAEP);
- Additional methods used by the District;
- Other strategies and consequences as specified within *the SCC*.

Students with disabilities are subject to applicable state and federal law in addition to *the SCC*. To the extent any conflict exists, state and/or federal law will prevail. Each disabled student's Individual Education Plan (IEP) will address his/her specialized needs in the area of discipline. Appropriate discipline management techniques may be included within the IEP. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL)

### **Prohibited Aversive Techniques**

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the reoccurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL).]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student by the use of physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

## **General Procedure for Resolving School Problems**

School problems can best be resolved at the campus level. To resolve problems, students and their parent or guardian are to conference or contact teachers to discuss existing problems or concerns. If additional resolution is needed, the student or parent then may meet with the appropriate campus administrator or designee. If dissatisfied with the campus administrator's decision, the concern can be referred to the appropriate District-level administrator. [FNG (LOCAL)] describes this procedure.

## **Appeals**

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance.

## **Coursework During Suspension**

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet. A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district

## LEVELS OF BEHAVIOR

Disciplinary offenses in *the SCC* are classified into five levels of behavior that identify sample offenses and disciplinary options available to the teacher or administrator. In general, discipline shall be progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline. The administrator or designee responsible for the discipline of students in a given situation may use discretion in determining the action(s) most appropriate to the setting and the infraction. Some disciplinary infractions will automatically place a student at a higher level of consequence(s).

If a school official suspects that criminal acts have occurred in school, on District property, or at a school-sponsored or a school-related event, a local law enforcement authority will be notified.

### LEVEL I – MINOR INFRACTIONS

#### Level I Violations

Level I violations include infractions of classroom management procedures or campus rules that disrupt the educational process. Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. Teachers and other staff members may keep a written record of the violation. For Level I violations, teachers may use their judgment and discretion in determining whether such minor infractions constitute a violation of *the SCC* for purposes of the reporting requirement in TEC§37.001(b). If the teacher determines that such infractions are a violation of *the SCC*, then the teacher shall file with the principal or designee a report, not to exceed one page, documenting the violation. Communication, cooperation, and encouragement of positive behavior are the key ingredients at this level of intervention.

#### Level I violations include such behaviors as:

- Tardies;
- Eating or drinking outside of designated areas;
- Failure to follow classroom rules;
- Failure to bring required classroom materials and/or assigned work to class;
- Horseplay (not fighting);
- Cutting in lines; pushing or shoving;
- Possessing and/or using nuisance items (including, but not limited to, radios, audio players, ipods, earbuds/headsets and toys that could disrupt the educational environment)
- Running and/or making excessive noise in the halls, classroom, and/or building; and
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

#### Level I - Disciplinary Options

##### One or more discipline management techniques may be used:

- Teacher/student conference;
- In-class disciplinary action (verbal correction, time-out, etc.);
- Parent contact: note or call;
- Counselor/student conference;
- Withdrawal of various student privileges;
- Temporary removal of student from class;
- Detention;
- Administrator/student conference;
- Supervised campus service assignment;
- Extended cooling-off time;
- Office Referral
- Community Service Projects
- Other appropriate disciplinary options.

Repeated Level I violations may be treated as Level II violations.



## **LEVEL II – INTERFERENCE WITH THE ORDERLY OPERATION OF CAMPUS**

### **Level II Violations**

Level II violations include those infractions that are more serious in nature and interfere with the orderly operation of the classroom and/or school. Some of these infractions will result in a referral to an administrator or designee. The disciplinary actions taken will depend on the offense, previous actions, and the seriousness of the violation. More than one disciplinary option may be assigned.

### **Level II violations include such behaviors as:**

- Any repeated violation cited in the previous level;
- Lunchroom (i.e., misuse of food, etc.) or restroom misconduct;
- Leaving the classroom, building, school grounds, or school-sponsored events without permission;
- Truancy;
- Exhibiting any unacceptable physical contact that could result in injury;
- Violating the medication guidelines;
- Violating the District or campus dress and grooming standards;
- Violating District bus regulations;
- Altering school records or signing another person's name on school documents;
- Public display of affection;
- Unwanted touching by others;
- Selling or soliciting for sale any merchandise on the school campus without the authorization of the building principal or designee;
- Loitering in unauthorized areas;
- Throwing objects that can cause bodily injury or property damage;
- Using or displaying in operational cellular telephone, or telecommunications device, during the school day;
- Any other acts that interfere with the orderly educational process of the classroom and/or school;

### **Level II - Disciplinary Options**

#### **One or more may be used:**

- Office Referral
- Detention;
- Administrator/counselor/teacher/student conferences;
- Grade penalty for copying and/or cheating;
- Parent conference;
- Exclusion from extracurricular activities (i.e., field trips, assemblies, etc.);
- Restoration and/or restitution, as applicable;
- Saturday detention –;
- Withdrawal of various student privileges;
- Involvement of law enforcement/security department;
- Extended cooling-off time;
- In-School Suspension (ISS);
- Community Service Projects
- Other appropriate disciplinary options.

A teacher with knowledge that a student has violated *the SCC* at **Level II** or higher will file with the school principal or designee a written report, not to exceed one page, documenting the violation. The principal or designee will send a copy of the report to the student's parent(s) or guardian(s). All consequences will be recorded and kept on file by the teacher/administrator for future action. Repeated Level II violations may be treated as Level III violations.

## LEVEL III – SERIOUS OR DISRUPTIVE BEHAVIOR

### Level III Violations

Level III acts include violations that may result in a student being suspended or placed in In-School Suspension (ISS) or a Disciplinary Alternative Education Program (DAEP). After reasonable discipline management techniques have been imposed and the campus administrator or designee determines that the student's presence in the regular classroom is disruptive to other students, or the student repeatedly violates the previously communicated standards of student conduct, the principal or designee will make the determination regarding the disciplinary option used. If a student is suspended, the student's absences shall be considered excused.

### Level III violations that seriously disrupt the orderly process in the school include:

- Any repeated violations cited in the previous levels;
- A person commits an offense if the person, alone or in concert with others, intentionally engages in disruptive activity on the campus; (TEC§37.123)
- Bullying, including intimidation by name calling, using ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence;
- Fighting, which is defined as a physical conflict between two or more individuals. (A student under attack should detach himself/herself from the situation and get an adult to help; this action may constitute "self-defense" on the attacked student's part.);
- Stealing, burglary, robbery, extortion, gambling, or theft from students, staff, other persons, or the school;
- Possession of stolen property;
- Acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others;
- Blatantly disrespectful toward school personnel or school visitors;
- Refusing to comply with reasonable requests of school personnel;
- Failure to surrender electronic devices or inappropriate items to an administrator;
- Failure to comply with assigned disciplinary consequences;
- Using profane, obscene, or indecent remarks, or racially or ethnically offensive language and/or gestures directed toward others and adults;
- Wearing clothing that is profane, obscene, or racially/ethnically offensive;
- Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to property or persons;
- Possessing a device, object, or substance that could cause harm to property or persons in a school building;
- Possession of any knife while on school property or at any school-sponsored activity on or off campus;
- Possession of ammunition;
- Posting or distributing unauthorized communicative materials on the school grounds;
- Sexual misconduct; engaging in inappropriate verbal, physical, or sexual contact directed toward another student or district employee;
- Sexual harassment; engaging in inappropriate verbal, physical, or sexual contact directed toward another student or district employee;
- "Sexting" or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is prohibited. In addition to any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities;
- Engaging in harassment motivated by race, color, religion, national origin, disability, or age directed toward another student or district employee;
- Hazing; behavior or activity such as defined by (TEC §37.151);
- Gang-related behavior or activity or gang membership (TEC §37.121);
- Possession of drug paraphernalia;
- Threats (oral or written) to do harm to another (including hit lists) or to the property of another;
- Making false accusations or hoaxes regarding school safety; Burglary of a Goose Creek CISD facility; Vandalism and/or damaging District or personal property;
- Possession, use, or distribution of any substance represented to be a drug or alcohol (TEC §37.122);

- Abusing the student's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug on school property or at a school-related event;
- Violating the tobacco/smoking policy; Possession of electronic cigarettes, electronic vaping devices, personal vaporizers, Jules, wax pens, or electronic nicotine delivery systems;
- Possession or distribution of pornographic materials, including accessing pornographic materials on the Internet;
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety, using e-mail or websites at school to encourage illegal behavior, or threatening school safety;
- Violating the Internet Acceptable Use Policy;
- Cyber bullying is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums and posting false statements as fact intended to humiliate the victim; disclosure of personal data such as the victim's real name, address, or school on web sites or forums; posing as the victim for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to the victim; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students and teachers;
- Misuse of District technology, including, but not limited to, the Internet, the District Network, or District-owned equipment or software;
- Engaging in verbal or written exchange that threatens the safety of another student, a school employee, or school property using e-mail or websites at school to encourage illegal behavior, or threatening school safety;
- Taking and distributing images that display whole or partial nudity;
- Exhibiting any unacceptable physical contact that results in injury; or
- Any other act(s) that seriously disrupt(s) the orderly process of the school.

### **Level III - Disciplinary Options**

#### **One or more may be used:**

- Administrator/teacher/parent/student conferences;
- Exclusion from extracurricular activities;
- Office Referral;
- Suspension (at home) for up to three (3) days per occurrence of misconduct;
- In-School Suspension (ISS);
- Withdrawal of various student privileges;
- Involvement of law enforcement/security department/citations;
- Restitution and/or restoration, as applicable;
- Removal to a Disciplinary Alternative Education Program (DAEP);
- Reassignment of classes; or
- Other appropriate disciplinary options.

A teacher with knowledge that a student has violated *the SCC* at **Level III** or higher will file with the school principal or designee a written report, not to exceed one page, documenting the violation. The principal or designee will send a copy of the report to the student's parent(s) or guardian(s). All consequences will be recorded and kept on file by the teacher/administrator for future action. Persistent misbehavior at **Level III** may lead to assignment to a Disciplinary Alternative Education Program (DAEP). **A student who commits a Level III offense and is suspended or placed in a DAEP, including In-School Suspension, is prohibited from attending or participating in school-sponsored or school-related activities.**

### **LEVEL IV – DAEP OFFENSES**

#### **Discretionary DAEP Placement:**

A student **may** be placed in DAEP for any of the following misconduct if committed while **on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.**

- Repeated violations of the offenses outlined in the previous levels;
- Possessing, giving, buying, or selling less than a useable amount of stems, THC, seeds, or other pieces of marijuana; or similar synthetic drugs, i.e. Kush;
- Possessing, using, selling buying, or giving paraphernalia (*see Glossary*) related to any prohibited substance, including but not limited to marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
- Abusing the student's own prescription drug or using it in any way other than prescribed; giving, buying, or selling a prescription drug; possessing, using, or being under the influence of another person's prescription drug.
- Offering to sell or buy any amount of marijuana or similar synthetic drugs, i.e. Kush, a controlled substance (*see Glossary*), a dangerous drug (*see Glossary*), an abusable volatile chemical (*see Glossary*), a prescription drug, or an alcoholic beverage (*see Glossary*).
- Preparing a hit list (*see Glossary*).
- Engaging in assault classified as a Class C Misdemeanor under the Texas Penal Code;
- Engaging in threatening behavior toward another student or district employee on or off school property;
- Possesses or uses a knife with a blade of less than 5 ½" in a location restricted area.

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

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

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

- A student may be placed in DAEP if the student is a registered sex offender (*see Glossary*) who is not under any form of court supervision.
- Engages in criminal mischief.

**Mandatory DAEP Placement:**

A student **must** be placed in DAEP for any of the following misconduct if committed **while on school property, within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property.**

- Engages in conduct punishable as a felony;
- Engaging in assault that is defined as intentionally, knowingly, recklessly causing bodily injury to another (*See Glossary*);
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, designer drugs, synthetic marijuana, synthetic cannabinoids (such as K2 or spice), stimulants (such as bath salts), or analogs of any drug in any form, regardless of whether currently scheduled or classified as an illegal drug under state or federal law and regardless of whether the substance is legally sold or marketed as “herbal incense,” “potpourri,” “bath salts,” or “not for human consumption.” a controlled substance (see Glossary), a dangerous drug (see Glossary), or an alcoholic beverage (*See Glossary*) in any amount not punishable as a felony; A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate Chapter 37 this provision.
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense.
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Engages in conduct relating to a false alarm or report (including a bomb threat) at public school.
- Engaging in terroristic threat, defined as, but not limited to, threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, place that the public has access by threats of violence or other means; or causing impairment or interruption of public communications, public transportation, public water, gas, or power supply other public service (Sec. 22.07, Penal Code);
- Engaging in conduct that contains the elements of an offense relating to volatile chemicals, including, but limited to, possession or use, delivery of abusable volatile chemicals to a minor or possession of inhalant paraphernalia (Chapter 484, Health and Safety Code);
- Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure under which are defined to include offenses against chastity, common decency, morals, and the like (Sec. 21.07 and 21.08, Penal Code);
- Possesses or uses a knife with a blade 5 ½” or more in a location restricted area. (46.01, Penal Code);
- Engages in expellable conduct if the student is between six and nine years of age;
- A hand instrument designed to cut or stab another by being thrown;
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.
- Any criminal mischief, including a felony
- Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code 42.07(a)(1), (2), (3), or (7).
- Engages in a federal firearm offense if the student is six years of age or younger.

A student **must** be placed in DAEP for engaging in a Title V (*See Glossary*) felony offense or aggravated robbery **while off-campus and not in attendance at a school-sponsored or school-related activity** if:

- The student receives deferred prosecution;
- A court or jury finds the student engaged in delinquent conduct; or
- The administrator reasonably believes that the student engaged in the misconduct.

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

- Engaging in conduct relating to a false alarm or report (including bomb threat) or a terroristic threat (*See Glossary*) involving a public school (TEC Sec. 37.007);
- Retaliates (*See Glossary*) against any school employee;
- Is involved with a public-school fraternity, sorority, secret society, or gang (*See Glossary*), including participating as a member or pledge, or soliciting another person to become a member or pledge;
- Is involved with a criminal street gang (*See Glossary*) or encourages, solicits, recruits, enables, or causes another to become a member of a criminal street gang;
- Engages in criminal mischief;
- Is a registered sex offender under court supervision, probation, community supervision, or parole.\*

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

For purposes of DAEP, elementary classification shall be kindergarten–grade 5 and secondary classification shall be grades 6–12. Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

### **Emergency DAEP Placement**

An administrator may order an emergency DAEP placement if the student has been so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, the learning of other students, or the operation of a school-related or a school-sponsored activity. The reason for emergency placement must also be a reason for which DAEP placement could be ordered on a non-emergency basis. At the time of the emergency placement, the student will be told the reason for the action. No later than the tenth day after the date of emergency DAEP placement, the student will be given a conference as required for regular placement in DAEP.

### **Procedure for DAEP Placement**

1. No later than three school days after the student is removed from class, a campus administrator will schedule a conference with the campus behavior coordinator or other appropriate administrator, the student's parent/guardian, and the student. At the conference, the administrator will explain the allegations against the student, inform the student of the basis for the proposed DAEP placement, and give the student an opportunity to explain his or her version of the incident. The District may conduct the conference and make a discipline decision regardless of whether the student or the student's parent/guardian attends if the District made reasonable attempts to have them attend. If during the term of DAEP placement the student engages in additional misconduct, additional conferences may be conducted, and additional discipline may be imposed.
2. A copy of the DAEP placement order will be provided to the student and student's parent/guardian. A copy of the DAEP placement order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the DAEP placement order.
3. If the DAEP placement extends beyond sixty (60) days or the end of the next grading period, whichever is sooner, the student or the student's parent/guardian may participate in a proceeding before the Board or Board's designee as provided in policy FNG (LOCAL). Any decision of the Board is final and may not be appealed.

4. The length of a student's placement in DAEP will be determined by the campus behavior coordinator on a case-by-case basis using the criteria identified in the "Discipline Considerations" of the SCC and the severity of the offense. DAEP placement can result in placement for up to sixty (60) days depending on the nature and type of offense committed. The length of DAEP placement may not exceed one year unless, after review, the District determines that (1) the student is a safety threat to other students of District employees, or if (2) extended placement is in the best interest of the student.
5. Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, the administrator must determine that: (1) the student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or (2) the student has engaged in serious or persistent misbehavior that violates the SCC. For purposes of this paragraph only, "serious or persistent misbehavior" means any misconduct identified as being punishable with placement in DAEP or expulsion or three or more violations of the SCC or repeated occurrences of the same violation.
6. If during the term of DAEP placement the student engages in additional misconduct, additional conferences may be conducted, and additional discipline may be imposed.
7. Students in DAEP during summer programs may be served alongside other students not assigned to DAEP if DAEP cannot provide the necessary programming required for meeting the student's graduation requirements.
8. Discipline placements for off-campus misconduct, that did not occur on any school property or within 300 feet of school property, or at any school-sponsored or at any school-related activity, or for a false alarm or report, or terroristic threat involving a public school, may be vacated if the District receives notice that prosecution of a student's case was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice. The District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others.
9. Until a placement conference can be held, the student may be placed in in-school suspension, or out-of-school suspension. The student may not be returned to the regular classroom pending the placement conference.

#### **Restrictions During Placement**

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. The district shall provide transportation to students in a DAEP. For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

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

### **Transition Services**

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

### **DAEP PLACEMENTS**

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

Principal: Amy Henderson  
Stephen F. Austin Elementary  
3022 Massey Tompkins Road  
Baytown, Texas 77521  
Ph: 281/420-4620

#### POINT Alternative Center

Principal: Dr. Tricia Times  
401 Jones Road  
Baytown, Texas 77520  
Ph: 281/420-4630

#### Highpoint School East Alternative Education Program

8003 E. Sam Houston Parkway North [Out-of-District]  
Houston, Texas 77049  
Ph: 713/696-2160

### **Particular Rules for Registered Sex Offenders**

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

Registered sex offenders will be placed in a Juvenile Justice Alternative Education Program (JJAEP) in lieu of DAEP if: (1) ordered to attend JJAEP by a court, or (2) if permitted by agreement between the District and the JJAEP. Registered sex offenders under court supervision will be placed in DAEP for a minimum placement of thirty (30) days up to one school year. Registered sex offenders who are not under any form of court supervision but are assigned to DAEP must serve a minimum of thirty (30) and up to eighty (80) days, which is the equivalency of one semester.

Registered sex offenders under court supervision that transfer into the District will be required to complete an additional eighty (80) school days which is the equivalent of one semester in DAEP in addition to the assignment assessed by the previous school district.

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

After eighty (80) school days in DAEP, a review committee or Superintendent's designee will make a recommendation to the Director of Student Services whether the student should remain in DAEP or be returned to the regular classroom.

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



## **Other DAEP Provisions**

Elementary students in kindergarten through grade 5 will not be placed in DAEP with secondary students in grades 6-12.

Students placed in DAEP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of DAEP placement. This restriction applies until the student fulfills the DAEP assignment at this or another school district.

The District will provide transportation to and from DAEP. This transportation privilege may be revoked if the student does not follow the transportation rules, refuses to cooperate with the driver or other District personnel involved in providing transportation or violates any provision of the SCC during transport.

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

Students placed in DAEP will have an opportunity to complete coursework required for graduation, at no cost to the student, before the beginning of the next school year.

When a student withdraws from school before a DAEP placement order is completed, the District may complete the proceedings and issue a DAEP placement order. If the student re-enrolls in the District during the same or subsequent school year, the District may enforce the DAEP placement order at that time, minus any portion of the placement that was served by the student during enrollment in another district. If the administrator does not issue a DAEP placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a DAEP placement order. Students assigned to DAEP in another Texas district, a Texas open-enrollment charter school, or an out-of-state school district at the time of enrollment into the District will be placed into the District's DAEP to complete the term of their DAEP placement.

Students in DAEP during summer programs will be served in DAEP separate from other students unless the necessary program required for graduation or state testing remediation is only offered at the student's regular campus. If the District receives notice that prosecution of a student's case, involving an outside criminal offense, was refused and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated or a court or jury found the student not guilty or did not engage in delinquent conduct or conduct indicating a need for supervision and dismissed the student's case with prejudice, the District will review the student's DAEP placement and will schedule a review with the student's parent/guardian no later than the third day after receiving notice. The student will not be returned to the regular classroom before the review. After reviewing the notice and receiving information from the student's parent/guardian, the administrator may only continue the student's DAEP placement if the administration has reason to believe the student's presence in the regular classroom threatens the safety of others. The administrator's decision may be appealed to the Board. In the event of an appeal, at the next scheduled meeting the Board will: (1) review the notice, (2) hear statements from the student, the student's parent/guardian, and the administrator, and (3) confirm or reverse the decision of the administrator. If the Board confirms the decision of the administrator, the student and the student's parent/guardian have the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom while the appeal is pending.

## **DAEP PLACEMENT LENGTH**

Students who are assigned to a Disciplinary Alternative Education Program (DAEP) as a result of any violation of *the SCC* will be subject to the following lengths of placement:

The student is subject to the placement until:

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

### **Placement Review**

A student placed in a DAEP or JJAEP under these circumstances is entitled to a review of his or her status, including academic status, by the campus behavior coordinator or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

### **Elementary DAEP**

The term of placement at Elementary DAEP shall be a maximum of fifteen (15) days and a minimum of ten (10) days for discretionary placements. Mandatory DAEP placements shall be a minimum of fifteen (15) days on the first mandatory offense, thirty (30) days on the second mandatory offense, and forty-five (45) days on the third mandatory offense.

### **POINT Alternative Center**

The term of a placement at POINT Alternative Center shall be forty-five (45) days for drug and alcohol violations for the first offense in the school year. A student that incurs an additional drug or alcohol violation within the same school year shall be placed at POINT Alternative Center for sixty (60) days with no early release options available. All other Student Code of Conduct violations, discretionary or mandatory, for placement at POINT Alternative Center placement will result in a fifteen (15) day placement, a thirty (30) day placement, or a forty-five (45) day placement depending upon the frequency of previous placements and severity of incident(s). If a student younger than ten (10) years of age on the date of expulsion engages in expellable conduct, the student must be placed in an in-district DAEP except as provided under federal law. Students under six (6) years of age shall not be placed in a DAEP.

### **Highpoint Alternative Education Program**

The term of a placement at Highpoint shall be until the end of the six weeks' grading period in which the 45<sup>th</sup> day of assignment to Highpoint occurs (with the conditions that the student must achieve 90% attendance during the expulsion period and have satisfactory behaviors while assigned to Highpoint). If the conditions are not met, the student shall remain at Highpoint for an additional six weeks' grading period. Students scheduled for release from Highpoint at the end of the fifth six weeks grading period will be required to remain at Highpoint until Monday of the week of May 1.

## LEVEL V – EXPULSION FOR SERIOUS OFFENSES

### Mandatory Expulsion to Juvenile Justice Alternative Education Program (JJAEP)

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

- Brings to school a firearm, as defined by federal law (*See Glossary*).
- Possesses or uses a handgun, illegal knife, or club on or about his or her person (*see Glossary*)\*Firearm note: So long as the firearm is not brought on school property, a student will not be expelled solely for using, exhibiting, or possessing a firearm at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or while participating in or preparing for a shooting sports educational activity sponsored or supported by the Texas Parks and Wildlife Department or an organization working with the Department.
- Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: explosive weapon, machine gun, short-barrel firearm, firearm silencer, knuckles, armor-piercing ammunition, chemical dispensing device, zip gun, or tire deflation device (see definitions).
- Engages in the following misconduct, as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping, (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.
- Sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance (*See Glossary*), a controlled substance (*See Glossary*), a dangerous drug (*See Glossary*), or an alcoholic beverage (*See Glossary*) if the behavior is punishable as a felony.
- Commits a serious act or offense while under the influence of an alcoholic beverage if the behavior is punishable as a felony.
- Retaliates against a school employee or volunteer by committing a state mandated expellable offense. \*Whether the offense occurs on or off school property or at a school-related function.

### Discretionary Expulsion to JJAEP or Discretionary Removal to Out-of-District DAEP (Highpoint)

A student **may** be expelled to JJAEP or removed to Highpoint for engaging in documented serious misbehavior (*See Glossary*) while the **student is placed in DAEP and on the DAEP site/campus despite documented behavioral interventions**.

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

- Commits an assault (*See Glossary*) resulting in bodily injury to a school employee or volunteer.
- Engages in deadly conduct (*See Glossary*).

Additionally, a student **may** be expelled to JJAEP or removed to Highpoint for any of the following offenses that occur **within 300 feet of school property as measured from any point on the District's real property boundary line**:

- Possesses a firearm, as defined by federal law (*See Glossary*).
- Possesses or uses a handgun\*, illegal knife, or club on or about his or her person (*See Glossary*) \*See Firearm note above in previous section.
- Possesses, manufactures, transports, repairs, or sells one of the following prohibited weapons: an explosive weapon, machine gun, short-barrel firearm, firearm silencer, knuckles, armor-piercing ammunition, chemical dispensing device, zip gun, or tire deflation device (*See Glossary*).
- Engages in the following misconduct as defined in the Texas Penal Code: (1) aggravated assault, (2) sexual assault, (3) aggravated sexual assault, (4) arson, (5) murder, (6) capital murder, (7) criminal attempt to commit murder or capital murder, (8) indecency with a child, (9) aggravated kidnapping,
- (10) aggravated robbery, (11) manslaughter, (12) criminally negligent homicide, or (13) continuous sexual abuse of a young child or children.

A student **may** be expelled to JJAEP or removed to Highpoint if the student engages in the following misconduct, **regardless of whether the conduct occurred on or off campus:**

- Commits aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student.
- Retaliates against a school employee or volunteer by committing an assault (*See Glossary*) resulting in bodily injury.
- Engages in criminal mischief.
- Engages in breach of computer security by accessing a computer, computer network or computer system owned by or operated on behalf of a school district without consent and knowingly alters, damages, or deletes school district property or information or breaches any other computer, computer network, or computer system.
- Commits a state-mandated expellable offense on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

In addition to the expellable conduct listed above, a student **may** also be expelled to JJAEP or removed to Highpoint, regardless of location if the student:

- is arrested for a Title 5 felony offense (*See Glossary*) or aggravated robbery,
- is charged with engaging in a Title 5 felony offense or aggravated robbery,
- received deferred adjudication or deferred prosecution for a Title 5 felony offense or aggravated robbery,
- is on probation for a Title 5 felony offense or aggravated robbery,
- was found by a court or jury to have engaged in delinquent conduct for a Title 5 felony offense or aggravated robbery,
- has been referred to a juvenile court for delinquent conduct based on a Title 5 felony offense or aggravated robbery, or
- was convicted of a Title 5 felony offense or aggravated robbery;

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

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

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

### **Emergency Expulsion**

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

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

- Self-defense (see glossary),
- Intent or lack of intent at the time the student engaged in the conduct,
- The student's disciplinary history, or
- A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

- A student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- A student's status as homeless.

### **Procedure for Expulsion**

Students alleged to have committed an expellable offense will receive a hearing before a District Committee within a reasonable time following the alleged misconduct. The student's parent/guardian will be informed of the basis for the proposed expulsion or removal and will be invited in writing to attend the hearing.

### **Expulsion Hearings**

1. A hearing must be held within seven (7) school days of the date that the campus administrators make the expulsion recommendation, unless there are extenuating circumstances, or an extension is mutually agreed upon by the District's representative and the student's parent(s) or guardian(s). After making an effort to inform the student and parent/guardian of the hearing, the District may hold the hearing regardless of whether the student or the student's parent/guardian attends.
2. At the hearing, the student is entitled to:
  - Representation by an adult, including the student's parent/guardian, who can provide guidance to the student and who is not an employee of the District;
  - An opportunity to question the District's witnesses; and
  - An opportunity to testify and to review and present evidence and witnesses in the student's defense.
3. Courtroom rules of evidence will not apply, but all evidence and testimony must be relevant to the proceeding. A record of the hearing will be made by tape recorder.
4. Additional proceedings may be conducted, and additional discipline may be imposed if the student engages in additional misconduct while the student is already expelled or removed from the District. Until an expulsion hearing can be held, the student may be placed in out-of-school suspension or DAEP. If the outcome of the expulsion hearing is that the student will be expelled, the appropriate administrator will issue an expulsion order and provide a copy to the student and the student's parent/guardian. If the duration of the expulsion differs from the guidelines in the SCC, the expulsion order will give notice of the inconsistency.
5. The District will send a copy of the expulsion order to the juvenile court no later than the second business day after the expulsion hearing. A copy of the expulsion order will be included with any records sent to a school where the student seeks to enroll. The enrolling school district has discretion to enforce the expulsion order.
6. An expelled student may appeal the expulsion decision to the Board of Trustees as provided by policy. The student or student's parent/guardian must submit a written appeal to the Superintendent within ten (10) days after receipt of the expulsion order or decision. The superintendent will give the student or the student's parent/guardian written notice of the date, time, and location of the meeting at which the Board will review the decision. Consequences will not be delayed pending the outcome of the appeal.

### **Other Expulsion Provisions**

Students will not receive academic credit for work missed during the period of expulsion unless the student is enrolled in a JJAEP or other District approved program or as required by IDEA or Section 504.

Expelled students are prohibited from being on school grounds or attend or participating in school-sponsored or school-related activities while expelled.

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

If a student withdraws from the District before the expulsion hearing is conducted, the District may proceed with conducting the hearing after sending written notice to the parent/guardian and student. If the student re-enrolls during the same or subsequent school year the District may enforce the expulsion order at that time; students will be credited for any expulsion period that was served by the student while enrolled in another district. If the administrator does not issue an

expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue an expulsion order.

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

### **Expulsion Hearing**

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

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

The board of trustees' delegates to the Director of Student Services the authority to conduct hearings and expel students.

### **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision. The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee. The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

### **JJAEP PLACEMENT**

Juvenile Justice Alternative Education Program (JJAEP)  
2525 Murworth  
Houston, Texas 77054 [Out-of-District]  
Ph: 713/669-0799

### **Juvenile Justice Alternative Education Program**

The term of expulsion to JJAEP shall be for a period of sixty (60) seat days and the student must achieve 90% attendance during the expulsion period and have satisfactory behaviors while assigned to JJAEP. Students who bring a firearm (as defined by federal law) to school will be expelled from the regular classroom for at least one calendar year except as modified by the administrator on a case-by-case basis.

An expulsion will not exceed one calendar year unless, after review, the District determines that: (1) the student is a threat to the safety of other students or to District employees; or (2) extended expulsion is in the best interest of the student. Students expelled at the end of one school year may be required to complete the term of their expulsion at the beginning of the next school year.

## PROCEDURES FOR TEACHER REMOVAL OF A STUDENT

### Office Referrals

A teacher may send a student to the office to maintain effective discipline. The administrator or designee shall respond by employing appropriate discipline management techniques consistent with *the SCC*.

1. A teacher may remove from class a student who has been documented by the teacher to interfere repeatedly with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
2. A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

### Administrative Options for Teacher Removal of Students

If the student is removed by the teacher under these circumstances, and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent. The options available to the principal or designee include: placement in another appropriate classroom, placement in in-school suspension, out-of-school suspension, or placement in a Disciplinary Alternative Education Program (DAEP).

### Placement Review Committee for Teacher Removal of Students

Each school shall have a placement review committee composed of three members. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member. The principal or designee shall select one member from the professional staff of the campus. The teacher refusing to readmit the student may not serve on the committee.

The committee will determine placement of a student when a teacher has removed the student and refuses to allow the return of the student to the teacher's class. The committee will make a final determination of the student's placement at the campus level.

### Placement Review for Students Removed by Teacher

1. Not later than the third class day after the day on which a student is removed, the school principal or designee shall schedule a meeting among the principal or the designee, a parent or guardian of the student, the teacher removing the student from the class, and the student.
2. The student may not be returned to the removing teacher's classroom over the teacher's objection. Pending the meeting, the principal or designee may place the student into In-School Suspension, into another class, or suspend from school if the student has engaged in misconduct for which placement in a DAEP is permitted.
3. At the meeting, the principal or designee shall afford all parties an opportunity to be heard; however, the conduct and control of the hearing shall be within the absolute discretion of the principal or the principal's designee. The principal or designee may place reasonable limits on the length of the discussion.
4. The student shall have an opportunity to respond to the allegations
5. Following the meeting and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal or designee may return the student to the class of the teacher who removed the student unless the teacher objects to the student's return. If the teacher objects, the principal or designee shall order the placement of the student to another class, into a Disciplinary Alternative Education Program (DAEP), or may refer the student to the Placement Review Committee for determination as to placement.

6. The teacher may not be coerced to accept the student without a determination by the Placement Review Committee.
7. The Placement Review Committee will make a determination as to whether the student may be returned to the removing teacher's class. The student may not be returned to the teacher's class without the teacher's consent unless the committee determines that such placement is the best or only alternative available.
8. If the decision is to place the student in a DAEP, the campus will follow the procedures that are provided in this document for removal to a DAEP.

### **Teacher Removal of Students for Level IV and Level V Conduct Violations**

A teacher is required to remove from class and send to the principal or designee for appropriate disciplinary action or for expulsion any student who engages in Level IV or Level V misconduct that requires or permits DAEP placement or expulsion under the Texas Education Code.

### **Readmission of Expelled Students**

Upon recommendation of the Placement Review Committee or on its own initiative, the District may readmit an expelled student while the student is still fulfilling court-imposed sanctions. After a student completes the sanctions, the District must readmit the student; however, the District may place the student in a Disciplinary Alternative Education Program (DAEP). The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

### **Suspension of Students (TEC §37.005)**

Suspension is defined as the removal of a student from the campus. The principal or designee may suspend a student for such conduct as defined under **Level III** and higher violations. A suspension may be up to three (3) school days per incident. A student is responsible for all class work missed during the period of suspension.

The district shall not use out-of-school suspension for students in grade 2 or below unless the conduct meets the requirements established in law. A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

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

The district shall use a positive behavior program as a disciplinary alternative for students in grade 2 or below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Before suspending a student, the administrator or designee shall conduct a conference at which the student is advised of the misconduct and is given an opportunity to explain his or her version of the incident. School personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to the removal, the parent shall be notified as soon as possible and shall be informed of the reasons for the suspension. The campus principal or designee has the final authority regarding a decision to suspend. The student will be required to complete all class assignments, homework, tests, and other academic work covered during the suspension. The student will have the opportunity to receive full credit for completed academic work when submitted in a timely manner and in accordance with the teacher or administrator's instructions

During the period of suspension, the student is not allowed to be on school grounds or attend any school or district activities. It is the responsibility of the parent or guardian to provide adequate supervision for the student while the student is suspended.



**DISCIPLINE OF SPECIAL EDUCATION STUDENTS  
UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) AND  
§504 OF THE REHABILITATION ACT**

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable statutes, rules, and regulations. In addition to the general guidelines considered when determining whether suspension, DAEP, or JJAEP placement is an appropriate disciplinary sanction, administrators will consider a student's disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

**Definition of a Student With a Disability Under IDEA**

For purposes of this section, a student with a disability is a student who has been evaluated in accordance with *34 Code of Federal Regulations* relating to comprehensive individual assessment and determined by an Admission, Review, and Dismissal (ARD) committee as meeting the eligibility criteria for Autism, Deaf-Blindness, Auditory Impairment, Emotional Disturbance, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech Impairment, Traumatic Brain Injury, Visual Impairment, and/or Non-Categorical Early Childhood and who because of these impairments needs special education and related services in order to access a Fair and Appropriate Public Education (FAPE).

In addition to statutory requirements that an ARD committee must convene to conduct a manifestation determination before a student is removed for more than ten (10) days, the law states that an ARD committee must be convened specifically to review a special education student's conduct prior to assessing a disciplinary consequence for bullying, harassment, or making hit lists.

**Definition of a Student with a Disability Under §504**

A student is considered to have a disability under §504 of the Rehabilitation Act of 1973 if the student:

- Has a physical or mental impairment which substantially limits one or more of life's major activities,
- Has a record of such an impairment, or
- Is regarded as having such impairment.

*34 CFR Section 104.3(j)*

Students served under §504 are also entitled to a manifestation determination meeting prior to removal for more than ten (10) days. The committee shall consist of two (2) or more persons knowledgeable about the student and the evaluation data.

## PROCEDURES RELATED TO STUDENT CONDUCT AND SAFE SCHOOLS

### Academic Dishonesty

Teachers may not impose scholastic penalties for disciplinary infractions other than for cheating or copying another's work. Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another's ideas or products as one's own, can also be defined as cheating.

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties. Where number grades are given, a zero will be recorded on any assignment where cheating occurs as defined in EIA (LOCAL). The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

### Arrested Students

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or designee must confirm the officer's identity and authority. After this is confirmed, the campus administrator will deliver the student into the officer's custody. The principal or designee shall immediately make reasonable efforts to notify the student's parents and the appropriate district administrator. A written record of the occurrence will be made by the campus administrator or designee. [See "Questioning of Students"]

### Bus Conduct

All students are required to comply with bus safety rules on school buses and while loading/unloading at authorized bus stops. Students who misbehave or violate the GCCISD student code of conduct while on the bus or at designated bus stop(s) will be issued a bus safety referral and disciplined accordingly by their respective campus behavior coordinator. Such consequences will follow the GCCISD Student Code of Conduct which may include suspension from the school bus. Students suspended from bus transportation will not be eligible for transportation services until the duration of the suspension is fulfilled.

Students receiving bus safety referrals for instances of vandalism will be suspended from bus transportation services until the cost for the damage is paid to the transportation department. Video cameras may be used to assist GCCISD in assuring safe transportation for all students. Further information may be obtained by calling the Transportation Office at 281-420-4665 or at [www.gccisd.net](http://www.gccisd.net).

### Penalties

GCCISD bus drivers are authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct due to violations of behavioral expectations detailed in the student handbook.

- **First Notice:** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Second Notice:** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Third Notice:** Parent notification, Administrator may invoke detention, In School Suspension, or up to five days of suspension from bus.
- **Fourth Notice:** The student will be removed for a maximum of ten (10) days and/or other disciplinary action as outlined in the *Student Code of Conduct* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- **Fifth and Subsequent Notices:** The student will be removed from the bus for a maximum of twenty (20) days and/or other disciplinary action as outlined in the *Student Code of Conduct* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- **Further offenses:** Will result in student being removed from the bus for the remainder of the semester with parent notification.
- **Second Semester:** Students previously denied riding privileges for the previous semester would begin at the third discipline level when being assessed consequences for any additional bus safety reports.

- **Severe Clause:** Those offenses that can be classified as severe in nature may result in immediate and/or long-term suspension from the school bus and could also result in the student receiving law enforcement related consequences.

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges. Additionally, the transportation director or designee reserves the right to administer bus suspensions as disciplinary consequences and/or make recommendations for disciplinary actions to campus administration as deemed necessary.

### **Cellular Phones**

**Cell phones cannot be visible and must be turned off during the school day and while on school buses during the instructional day.**

The instructional day begins when a student arrives on campus (or boards a school bus) and extends until the student departs campus after the dismissal bell (or exits the school bus if he/she rides District transportation after school). The instructional day will extend through detention hall and tutorials when appropriate.

Students who violate this rule shall be subject to established disciplinary measures as outlined in the Student Handbook.

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.* [TEC 37.082, FNCE (LEGAL), FNCE (LOCAL), and Administrative Guideline 6.04]

### **Closed Campus Policy**

All Goose Creek schools have closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the school administration.

### **Complaints by Students/Parents**

A student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the complainant may request, within ten (10) calendar days of learning about the event or problem, a conference with the principal or designee. If the principal's or designee's decision is not satisfactory, the complainant may request, within ten (10) calendar days, a conference with the Superintendent or designee. If the Superintendent's or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees in accordance with Board Policy FNG (LOCAL).

### **Cooperation with Law Enforcement Agencies**

The District and District personnel will cooperate with law enforcement agencies and other legal authorities. Administrators shall have the responsibility and authority to determine when law enforcement officers' assistance is needed within their respective jurisdictions. Law enforcement officials may be summoned to keep or restore order at school or school-related activities or to conduct an investigation of alleged criminal conduct on school premises or at school-sponsored activities. District administrators shall at all times act in a manner that protects and guarantees the rights of students, parents, and District employees. [See "Questioning of Students"]

## **Court Involvement**

Not later than the second business day after the date a hearing is held in which a student is expelled or placed in a Disciplinary Alternative Educational Program (DAEP), the Board of Trustees of a school district or the Board's designee shall deliver a copy of the order placing a student in a DAEP under TEC §37.006 or expelling the student under TEC §37.007, along with any information required by §52.04, Family Code, to the authorized officer of the juvenile court of Harris County.

An expelled student shall to the extent provided by law or Memorandum of Understanding immediately attend the educational program from the date of expulsion. The officer of the juvenile court may determine whether a petition should be filed alleging that the student is in need of supervision or has engaged in delinquent conduct or the student should be referred to an appropriate state agency.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools and school districts that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents and students over 18 years of age (“eligible students”) certain rights with respect to their children's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school or school district receives a request for access. Parents or eligible students should submit to an appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes to be 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 appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school or school district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised 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.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted 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, as required by federal statute.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement 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

### **Gang / Gang Activity**

"Gangs or Gang Activity" will not be tolerated in Goose Creek Consolidated ISD schools. A gang is a group of individuals, juveniles, and/or adults who associate on a continuous basis and/or are involved in delinquent or criminal activity.

Parents should be aware that gangs generally will adopt some common dress or identifier that identifies them as a group. This gives the gang the public recognition that it strives for and needs. Identifiers can, but do not always, mean gang-related membership or activity. Some identifiers used by gangs are caps, hats, shirts, pants, jackets/coats, shoes, bandanas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing, haircuts, or tattoos.

Students are prohibited from any behaviors that are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang-related. [TEC §37.121]

Appropriate discipline will be assigned students refusing to comply with this policy or administrative directives related to it.

### **General Authority of the School District**

The Texas Legislature has delegated the authority of managing independent school districts and disciplining of those students attending school within the District to the Board and those persons employed by the Board. [*Texarkana ISD v. Lewis*, 470 S.W.2d 727 (Tex. Civ. App. - Texarkana, 1971, no writ)]

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulations. The Board possesses considerable leeway in promulgating regulations for the proper conduct of students. [*Passel v. Ft. Worth ISD*, S.W.2d 888 (Tex. Civ. App. Ft. Worth, 1970, Wrt refd n.r.e.)]

### **Hazing**

Hazing is any willful act done by a student, whether individually or in concert with others, to another student for the purposes of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace, or as further defined by law. Students and organizations are prohibited from initiating or engaging in hazing or from encouraging or assisting any other person in hazing. [TEC §37.151 through § 37.154]

## **Internet Acceptable Use Guidelines**

### **Network Guidelines**

**The guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, applications software, stored text, data files, local databases, CD-ROMs, digitized information, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.**

#### **Expectations:**

- Student use of computers, other technology hardware, software, and computer networks including the Internet, is only allowed when permission is granted by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted on the district website.
- Although GCCISD has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or anything that makes them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing it with other students.

#### **District Liability**

Although computers are provided for use with the district curriculum, GCCISD assumes no liability for any inappropriate material accessed on the device.

#### **Unacceptable Conduct**

##### **Includes, but is not limited to the following:**

- Using the network for illegal activities including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as (but not limited to) hacking and host file sharing software.
- Seeking to gain unauthorized access to Goose Creek CISD's facilities, services or resources or to the facilities, services, or resources of connected networks (i.e.: hacking or using another user's account and password)
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or inappropriate for school assignments such as (but not limited to) pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Engaging in activities that cause or are liable to cause disruption or denial of service to other users (i.e.: introducing or attempting to introduce a virus, worm, Trojan or spyware onto the network)
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcasting messages or digital photos to lists or individuals.
- Intentionally wasting finite resources, i.e., on-line time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of oneself or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment, bullying or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
- By-passing or attempting to by-pass the Goose Creek CISD content filtering system (i.e.: proxy sites, with broadband cards, cell phones or any other personal data devices)
- Falsifying permission, authorization, or identification documents.
- Obtain copies of, or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

Noncompliance with applicable network guidelines may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students violating the Administrative Guidelines, Board Policies CQ (Local), DH, FNC, FNCJ, FO, and/or the Student Code of Conduct will face disciplinary action and/or restitution to the district. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

### **Network Student Drives**

All students have a network folder set up for their work. Students should save important work in this folder allowing them to access needed materials from any computer on the network.

### **Transmitting Confidential Information**

Students may not redistribute or forward confidential information without proper authorization. This includes Google Takeout which GCCISD uses to allow students to transfer data from their district Google account to a personal account. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.

### **Network Etiquette**

- Be polite; messages typed in capital letters on the computer are equivalent to shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

### **Internet Guidelines**

The purpose of this guideline is to establish a uniform district security policy for personal computing and electronic communications.

Access to the district's electronic communications system shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the district's electronic communications system is a privilege, not a right. All users (including students) shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

All students should use software only in accordance with the applicable license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software—except for backup and archival purchases—is a violation of federal law. Students should recognize that the district will not allow the use of any unauthorized or inappropriate electronic information on school district computers.

Noncompliance with applicable internet guidelines may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students violating the Administrative Guidelines, Board Policies CQ (Local), DH, FNC, FNCJ, FO, and/or the Student Code of Conduct will face disciplinary action and/or restitution to the district. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

### **Internet Guidelines for Responsible Use**

Internet access is available to students, teachers and staff in Goose Creek CISD. The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. Goose Creek CISD provides Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Goose Creek CISD firmly believes that the valuable information and interaction available on the Internet outweighs the negatives that are not consistent with the educational goals of the district.

**Risk:** Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that staff, teachers and students may access material that may not be of educational value in the school setting.

**Monitored Use:** Electronic mail transmissions or other use of the electronic communications system by students and employees shall not be considered confidential and will be monitored by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

**User Responsibility:** Internet users are responsible for their actions in accessing available resources. The following guidelines will apply to all users of the Internet:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes or activities, or any other activity prohibited by district policy.
- A user must immediately back out of an area on the Internet that contains objectionable material.

**Access:** Access to the Internet via Goose Creek CISD is a privilege, not a right. Internet accounts will only be issued by approved Goose Creek teachers, staff and students.

**Usage:** Be conservative with all Internet related resources. Internet users should conserve printing graphics and large documents so that printing and paper costs do not increase.

**Internet/Email Etiquette:** Internet users are expected to observe the following etiquette.

- Be polite.
- Do not type messages in capital letters; this is called shouting which is considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Viewing or transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of students or others is prohibited.
- Using the internet in such a way that would disrupt the use of the network by other users is prohibited.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Internet.

- **Commercial Use:** Use for commercial, income-generating or "for-profit" activities, product advertisement, threats, or political lobbying is prohibited. Sending junk mail (internal or external) or chain letters are prohibited.
- **Vandalism/Mischief:** Any malicious attempt to harm or destroy district equipment or materials or other networks that are connected to the Internet is prohibited.
- **Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited.
- **System Interference/Alteration:** Deliberate attempts to exceed, evade or exchange resource quotas are prohibited. The deliberate causing of Internet congestion through the mass consumption of system resources is prohibited.
- **Reporting Security Problems:** If a user identifies or has knowledge of a security problem on the Internet, the user is required to immediately notify a campus principal or TMS. The security problem is not to be shared with others.
- **Impersonation:** Attempts to log on to the Internet impersonating a system administrator or Goose Creek CISD employee is strictly prohibited.
- **Other Security Risks:** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the Goose Creek CISD Internet.
- **Violations of Law:** Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of any Goose Creek CISD Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Goose Creek CISD will fully comply with the authorities to provide any information necessary for the litigation process.
- **Consequences of Violation:** Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action consistent with the district discipline policy and/or appropriate legal action may be taken. The principal/supervisor will make the final determinations to what constitutes inappropriate use.



- **Illegal Activity:** It is illegal to access via the Internet any material that violates state or federal laws. For example, 18 U.S.C. 2252 forbids the sexual exploitation of children, including child pornography. Each person using the Internet computers of Goose Creek CISD is liable for any infringement and is subject to criminal prosecution for illegal use. Goose Creek CISD monitors individual access on the Internet. All transactions are logged. The network knows who you are. Any illegal use will be reported. Please be prepared to show your ID upon request.

**Reference: Board Policy CQ (Local)**

**Data Incident Reporting (Privacy or Security)**

Any user that becomes aware of a possible data breach/disclosure, indicators of data or technology resource(s) compromise, or any other cybersecurity concerns must notify the Technology Helpdesk so the issues can be documented and investigated according to the Technology Incident Response Plan.

Upon discovering or receiving notification of a breach of system security, the District cybersecurity coordinator shall disclose the breach to affected persons or entities in accordance with the timeframes established by law.

The District shall give notice by using one or more of the following methods:

- Written notice.
- Electronic mail- if the District has electronic mail addresses for the affected persons.
- Conspicuous posting on the District’s website.
- Publication through broadcast media.

**Children’s Internet Protection Act (CIPA)**

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. GCCISD Internet safety policy includes technology protection measures that block or filter Internet access to pictures that are (a) obscene, (b) child pornography, or (c) harmful to minors. All online activities are monitored.

GCCISD is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; (e) measures restricting minors’ access to materials harmful to them; and (f) provides for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and it chat rooms regarding cyber bullying awareness and response.

**General Internet Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research in support of the educational goals and objectives of GCCISD.
- Students are responsible for their ethical and educational use of the computer online services at GCCISD.
- All policies and restrictions of computer online services must be followed.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes (but is not limited to): confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GCCISD Student Code of Conduct

**GCCISD Student Device Guidelines**

**Student Responsibilities**

Your electronic device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- The GCCISD student device is my responsibility and I will not leave it in unsupervised areas.
- I will honor my family's values when using the device.
- I will bring the device to school every day with a **fully-charged** battery.

- I will treat the device appropriately and will report any mechanical or technical issues to the school in a timely manner and will back up my data before turning in my device for repair or when requested, upon my graduation, expulsion, or withdrawal from school.
- I will ensure that the Goose Creek CISD-owned device is not damaged, lost, or stolen while it is issued to me.
- I will not remove or modify the identification and inventory labels that have been placed on the device.
- I will not add permanent markings to the device or the device case. Stickers, labels, and tags may be added, but must be removed prior to the device being returned to GCCISD.
- I agree to use the device only for appropriate, legitimate, and responsible communications.
- I will keep my accounts and passwords secure and will not share these with any other students or adults, other than my parent or guardian.
- To the extent there is a conflict between the Student Handbook and the Device Loan Agreement, the Loan Agreement will control.
- I will not attempt to add, delete, access, or modify other user accounts on the device.
- I will not modify the operating system.
- I will not change or delete the internal “name” of the device.
- I will not reset the device back to factory settings unless directed by GCCISD staff.
- I will not remove or alter in any way profiles on the device set by the district.
- I will take no action that could interfere with the district’s network.
- I will return the device, charger, charging cord, and case in good working order when requested or upon my graduation, expulsion, or withdrawal from school. The equipment must be returned at the date, time and location as specified by the district.
- I must perform regular requested and mandatory updates only when directed by GCCISD.
- I will update assigned Apps and maintain them at all times.
- I understand that by performing regular backups of my device, I help protect against the loss of data.
- I will keep my device protected by using the case (for iPad) provided by GCCISD at all times.

**Parent/Guardian Responsibilities:**

Your son/daughter may be issued an electronic device as part of a program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son's/daughter's use of the device while not at school.
- I will discuss our family's values and expectations regarding the use of the Internet, email, apps, and photos.
- I will ensure that my son/daughter reports any mechanical or technical issues to the school in a timely manner.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this document
- I agree that the device, charger, charging cord, and case (for iPad) will be returned to the school when requested or upon my son's/daughter's graduation, expulsion, or withdrawal from school.
- I am responsible for any damages to the device, the charger or the case (for iPad).

## **Network and/or Internet Use Offenses and Consequences**

The following are examples of Level I, II and III offenses and consequences. The list is not intended to be all-inclusive.

### **Level I Offenses**

- Accessing the Internet or e-mail without requesting permission from an instructor at each instance
- Using chat or other communication software
- Changing system or network settings (i.e. screen saver, backgrounds).
- Accessing storage devices without prior permission from the instructor.

Consequences – A student, parent, teacher, and administrator conference will be required to assess and correct the problem. The student will be assigned to detention, in-school suspension or other discipline measures at the administrator's discretion. Further, the student/parent will be held financially responsible for any necessary repairs.

### **Level II Offenses**

- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites
- Using obscene language.
- Downloading, installing, or attempting to install software or files (i.e. installing games, streaming music or video).
- Accessing or attempting to gain access to another user's password or account
- Giving a password or account to another user.
- Violating copyright laws, or engaging in plagiarism

Consequences – A student, parent, teacher, and administrator conference will be required to assess and correct the problem. The student will be assigned to detention, in-school suspension or other discipline measures at the administrator's discretion. Further, the student/parent will be held financially responsible for any necessary repairs.

### **Level III Offenses**

- Harassing, threatening, or attacking others through the use of the network (Example: cyber bullying)
- Damaging computers, computer systems or other computer networks. This includes attempting to access systems to which the student has no authorization (e.g. hacking, spying, and attempting to access proxies).
- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites (e.g. pornography or 'hate' sites).
- Employing the network for commercial use (i.e. selling video/music CDs, auction sites).

Consequences – A student, parent, teacher, and administrator conference will be required. Additionally, the student will be disciplined by revoking computer access privileges for the remainder of the school year, and the student/parent will be held financially responsible for any necessary repairs. Loss of computer access privileges includes removal from all computer lab courses.

Repeated violation of Level I and/or Level II Offenses can result in a Level III Offense consequence. Administrative action can include disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

## Acceptable Use Policy for Using Personal Electronic Devices (Laptops and Tablets) in Goose Creek CISD

**GCCISD teachers and administrators believe that providing network access for personal electronic devices will enhance the educational experience for GCCISD teachers and students by expanding access to the resources provided by the Internet and electronic resources. For this reason, GCCISD will allow personal devices with these considerations:**

1. Acceptable Devices Students may access the GCCISD network with a mobile personal device such as a laptop or tablet. Smartphones will not be considered an acceptable device to be used on the GCCISD Visitor network. Policies and procedures for cell phones must still be followed.
2. Students must log in to the network on their personal device with the GCCISD student assigned ID to assure filtered access to the Internet.
3. Personal Responsibility Personal electronic devices are brought to school at your own risk. The district assumes no responsibility for the loss of, theft of or damage to any personal device that a student connects to the wireless network or any information on that device.
4. Security Personal devices shall not impair the security of the GCCISD network. This expectation includes but is not limited to:
  - a. Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the GCCISD wireless network. Devices without up-to-date security programs may be denied access to the network.
  - b. Students are expected to safeguard all network passwords. Students shall not share network passwords with others and should change passwords frequently. Students will notify an administrator immediately if they believe their student account has been compromised.
  - c. Students shall log onto the network using their personal account only. Allowing others to use their account or using the accounts of others, with or without the account owner's authorization, is strictly prohibited.
  - d. Students shall use only the GC Visitor network while on campus and accessing the internet with their devices utilizing their own cellular data plan or broadband service is strictly prohibited.
5. No Technology Management Systems (TMS) Support Students are responsible for setting up and maintaining the devices that they connect to the network. The district will not provide TMS support for personal devices.
6. Authorized Use Students may use the network when they are not in class. Students may not use the network in class unless authorized by the teacher of that class.
7. Inappropriate Use GCCISD network is a shared and limited resource and all users have an obligation to use that resource responsibly. Students are provided access to the GCCISD Visitor network primarily for educational purposes. Limited personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law.

These include but are not limited to:

- a. Online gaming (e.g., Halo).
- b. Peer-to-peer networking. A peer-to-peer network is created when two or more PCs are connected and share resources without going through a server. They can expose computers to worms and viruses.
- c. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights; or if the software, music, or movies are not being used for educational purposes.
- d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- e. Conducting any activity that is in violation of school policy or local, state or federal law, including using the system to bully others.
- f. Conducting for-profit business.
- g. Using hacking tools on the network or intentionally introducing malicious code into the district's network.
- h. Using any software or proxy service to obscure either the teacher or student's IP address or the sites that the student visits.

- i. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- j. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

8. No Expectation of Privacy The district can and does monitor internet access and activity on the district's network, including but not limited to sites visited, content viewed, and e-mail sent and received. The district may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

9. Disruptive Activity Students should not intentionally interfere with the performance of the wireless network and/or the district's overall network.

10. Unauthorized Networks Students may not create unauthorized wireless networks to access GCCISD's wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

11. Consequences of Inappropriate Use Students who misuse GCCISD's network will be subject to discipline which may include loss of access to the network or all Internet access and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

12. Student Expectations for Personal Devices

- a. Connecting a personal device to the GCCISD Visitor network provides filtered Internet and access to the student portal which allows access to web-based resources. Access to the Internet will be filtered according to district policy.
- b. Internet access will continue to be filtered on personal devices by GCCISD in
- c. the same manner as school owned devices.
- d. The preferred personal device is a netbook or laptop as they provide the best viewing of instructional content.
- e. Students can connect to the GCCISD using laptops, netbooks, or tablets. Students are not allowed to bring a personal desktop computer to school.
- f. Each student is responsible for his/her own device: set-up, maintenance, charging and security. Teachers will not store student devices at any time, nor will any GCCISD staff member repair or work on a personal device.
- g. The teacher establishes the device use policy for their classroom and the teacher will monitor the students' access if used in the classroom.
- h. Students are expected to abide by guidelines set forth in the GCCISD Student Handbook and the Personal Device Agreement. If a student uses a personal device in an inappropriate manner, consequences may be imposed based on the Acceptable Use Policy and the Student Code of Conduct.
- i. Students should not connect a district provided computer to the GCCISD visitor wireless network. The GCCISD visitor wireless network is only for personal devices and will not provide print services or district instructional software that is not web-based.
- j. Students will not be allowed to charge personal devices at school.

13. Teacher Expectations

- a. Request that the students close the screen while the teacher is talking
- b. or anytime the teacher deems necessary.
- c. If the teacher allows device use in the classroom – the teacher must monitor the student access.
- d. Devices can be searched by administrators. Report any inappropriate use (office referral).
- e. Teachers are expected to circulate around the room and monitor often! The teacher is responsible for monitoring students if the teacher allows them to use devices in the classroom.
- f. Teachers are expected to do research before planning an online activity. All handheld devices are not created equal.
- g. Personal devices used will fall under the same policies as school owned devices.
- h. Teachers shall not store devices. Devices are the owner's responsibility at all times.

## **Juvenile Justice Alternative Education Program (JJAEP)**

County Juvenile Boards in counties with populations of over 125,000, such as Harris County, must have developed JJAEPs by September 1, 1996. The Board of Trustees of Goose Creek CISD has entered into an agreement with the Harris County Juvenile Board outlining the Juvenile Board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program (JJAEP). This Memorandum of Understanding specifies the conditions under which students will be recommended to the JJAEP, conditions of payments from the District to the Juvenile Board, the transitioning of students between the District and the JJAEP, the transfer of academic credit, and other specifics.

The Harris County JJAEP also may provide educational services to adjudicated youths who have committed off-campus felonies that are non-school related. In most cases, the student's placement at JJAEP will be for a minimum of a semester, completion of a school-ordered placement or expulsion period, or completion of a court-imposed probationary period. Details of the relationship are defined in agreements available to the public upon request to the Office of the Director of Student Services.

## Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student student's family;
- Sex, behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than that required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use:
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents or students who believe their rights under PPRA may have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## Questioning of Students

In order to maintain a safe and orderly environment, school personnel have the authority and responsibility to question students regarding their conduct and the conduct of others. When a non-District employed peace officer wishes to question a student at school, the following guidelines will apply:

1. The officer shall provide his/her name and title for District records;
2. The officer shall state the necessity for questioning the student during school hours;
3. Effort shall be made for questioning to be out of the view of other students and in the presence of an administrator or designee, and
4. The administrator or designee shall make reasonable efforts to contact the student's parent(s) and the appropriate District administrator or designee, unless otherwise instructed by the law enforcement officer who provides proper documentation (i.e., Children's Protective Services referral, warrant, etc.). [See "Cooperation with Law Enforcement Agencies"]

## **Reports to Local Law Enforcement**

The campus behavior coordinator has an obligation under the law to notify legal authorities if the administrator or designee has reasonable grounds to believe that any student has engaged in any of the following offenses in school, on school property, or at a school-sponsored or school-related activity on or off school property:

- Arson;
- Aggravated assault;
- Aggravated kidnapping;
- Aggravated robbery;
- Aggravated sexual assault;
- Burglary;
- Capital murder;
- Deadly conduct, as described by §22.05, Penal Code, which includes, but is not limited to, recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, home, or occupied vehicle;
- Injury to a child or an elderly individual;
- Manufacture or delivery of a controlled substance; manufacture, delivery, or possession of a miscellaneous illegal substance; or delivery of marijuana within 1,000 feet of a school or playground;
- Murder;
- Organized criminal activity, which includes, but is not limited to, commission of murder, capital murder, arson, aggravated sexual assault, sexual assault, forgery, deadly conduct, burglary of a motor vehicle or unauthorized use of a motor vehicle, a gambling offense or other criminal activity if it is done with the intent to establish or maintain or participate in a collaboration of three or more persons or participate in the profits of such a combination in carrying on criminal activity as further defined under §71.02 of the Penal Code;
- Possession of a club, explosive weapon, firearm, firearm silencer, handgun, illegal knife, knuckles, machine gun, short-barrel firearm, switchblade knife, armor-piercing ammunition, hoax bomb, chemical dispensing device, or zip gun as listed in §46.01 (1)-(14) or §46.01 (16) of the Penal Code;
- Robbery;
- Sexual assault;
- Terroristic threat, as described by §22.07, Penal Code; and
- Use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code.

The principal or designee who notifies local law enforcement authorities of these offenses shall inform each instructional or support staff member who has regular contact with the student whose conduct is the subject of notice to law enforcement.

## **Security Personnel**

To ensure sufficient security and protection of students, staff, and property, the board employs [police officers, school resource officers (SROs), and/or security personnel]. In accordance with law, the board has coordinated with the campus behavior coordinator and other district employees to ensure appropriate law enforcement duties are assigned to security staff. The law enforcement duties of district peace officers and school resource officers are listed below and can also be found in policy CKE(LOCAL).

## **Security Resource Officer**

- Maintain high visibility presence in order to greet visitors, students, and faculty; check for proper identification or authorized clearance.
- Contribute to the security and safety of all students and staff members as a priority.
- Assist and safeguard students crossing at designated public crosswalks.
- Escort students to designated locations per campus administrative directives.
- Assist and direct visitors to Administration Office.
- Assist in restraining students when in danger of self or hurting others.
- Monitor activities in parking lots, outside buildings, and athletic fields.
- Report suspicious activities to school officials and/or campus police officers.
- Monitor radio and security phone to respond to calls for service.
- Assist with bus transportation and vehicular traffic flow on campus and at public street crossings.
- Be alert for possession of tobacco, drugs, alcohol or weapons on campus.



- Ensure that students move to and from classes promptly
- Monitoring common areas, cafeteria and restrooms.
- Monitor school surveillance cameras for suspicious activity.
- Work with School Administrators and First-Line Supervisors.
- Patrol buildings and property of district, examining doors, windows and gates.
- Respond to calls for service via 24-hour emergency phone or Security dispatch.
- Inspect district premises for signs of intrusion and interruption of utility services.
- Inspect burglar alarms and fire alarm systems to ascertain they are set to operate.
- Respond to alarm locations and investigate disturbances.
- Identify, document and report unauthorized persons.
- Maintain a daily security patrol log of all activities.
- Submit a Security Incident report of significant events that occur while on duty.
- Provide security support services at extra-curricular events as needed.
- Provide security services and assistance to the administration and other officers.
- Write incident reports that are neat and legible.
- Subject to emergency call out and/or overtime assignments as needed.
- Establish and maintain a positive image for students, department and community.
- Able to work different shifts that may include holidays, nights and weekends.
- Other duties and responsibilities as assigned by the Chief of Police.

#### **Police Officer**

- Enforce applicable Board policy.
- Establish a positive working relationship among students, staff, and community
- Investigate assigned criminal complaints.
- Assist in the protection of students, staff, and District property.
- Serve as a law enforcement resource to students and District personnel.
- Provide a general and consistent adult and law enforcement presence at critical locations on District facilities.
- Provide a roving patrol of District assets when not assigned to a specific task.
- Respond to calls for service during and after regular school hours.
- Respond to civil disasters such as hurricanes, tornadoes, fire, etc. (where District personnel are required).
- Inform the Chief of Police or his designee of all conditions that affect the safety and security of students, staff and District property.
- Patrol assigned campus (es) and respond to all calls from local school principals or designees, regarding crisis situations.
- Assist staff with after-hour functions upon request.
- Enforce all laws of felony and misdemeanor degree of federal, state or local origin.
- Investigate motor vehicle accidents and stop and identify suspicious persons and/or vehicles.
- Assist the Transportation Department with problem bus stop areas and/or chronic disruptions on school buses upon request.
- Write effective legal incident reports, collect evidence as necessary for supporting criminal investigations and apprehend offenders.
- Work cooperatively with other police agencies to share information and provide other assistance.
- Provide police services at district sponsored events on or off campus.
- Perform other duties as assigned

#### **Searches Conducted by School Authorities**

- Students shall be free from unreasonable search and seizure by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. The official may ask the student to remove objects being stored or hidden in clothing.
- Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable suspicion exists to believe that contraband is inside the locker.
- Searches of the student's person shall be conducted only if reasonable suspicion exists to believe that the student possesses contraband (i.e., weapons, drugs, etc.). Strip searches and body cavity searches are prohibited.
- If law enforcement authorities are involved in a search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

- School personnel are not to use physical restraint to conduct searches. If a student refuses to cooperate, where there is reasonable suspicion, the student's parents are to be notified, and the student becomes subject to disciplinary sanctions and possible further legal action if necessary.
- If a student leaves the scene of a search without permission, this action may be considered an admission of guilt. The student will become subject to disciplinary action and/or possible further legal action if necessary and may be held responsible for reimbursement or restitution.
- District property is subject to search or inspection at any time without notice.

### **Self-Defense**

Consideration shall be given to self-defense as a factor in a decision to order suspension, removal to a disciplinary education program, or expulsion.

### **Sexual Harassment**

It is the policy of the District to maintain a learning environment that is free of sexual harassment. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of an unwanted nature.

Students concerned about possible harassment issues are encouraged to speak with their counselors or other school officials with whom they feel comfortable. A student or parent who has a specific complaint alleging sexual harassment or offensive and hostile conduct of a sexual nature may request a conference with the principal or designee. The principal or designee shall schedule and hold a conference with the student and/or parent within a reasonable time and shall be responsible for coordinating an appropriate investigation of the complaint, if necessary.

If the outcome of the investigation is not to the student's satisfaction, an appeal may be made to the Superintendent or designee and then to the Board of Trustees. This procedure shall not require the student alleging sexual harassment or offensive conduct of a sexual nature to present the matter to a person who is the subject of the complaint.

### **Smoking/Tobacco Violations**

Smoking, using, or possessing tobacco, including e-cigarettes and vaporizers, in any form by students is prohibited anywhere on the property of Goose Creek CISD, in school vehicles, or on school-related activities/trips. Tobacco products, lighters, and/or matches will be considered items covered under this policy. These items will be confiscated. A citation may be issued for any smoking/tobacco violation and consequences will be administered in accordance with Level III of *the SCC*.

### **Use of Metal Detectors**

The Goose Creek Consolidated Independent School District has a compelling interest to support a safe and secure learning environment for all faculty, staff, and students. All students who attend an in-district DAEP may be required to pass through a metal detector prior to admittance to class.

If the District finds that incidents involving weapon usage or the presence of weapons and/or the transportation of contraband have occurred on school property and at school-related activities, the District is authorized to use metal detectors to screen for weapons and other contraband.

The student's parent(s) or guardian shall be notified if any prohibited items are found on the student's person or in his/her possession as a result of a search conducted in accordance with this policy. If students are found to be in possession of prohibited items, the District will administer discipline based upon *the SCC*, local policy, and state/federal law.

## **Use of Physical Restraint**

Any District employee may, within the scope of the employee's duties, use physical restraint with a student if the employee reasonably believes it is necessary in order to:

- Protect a person from physical injury;
- Obtain possession of a weapon or other dangerous objects;
- Protect property from serious damage;
- Remove from a specific location a student refusing a lawful request of a school employee, including removal from a classroom or other school property, in order to restore order or to impose disciplinary measures; or
- Restrain an irrational student.

## **Use of Security Cameras**

The District utilizes security cameras and video recording devices at the school campuses and other District facilities. These are located in cafeterias, hallways, classrooms, designated areas, entryways, buses, and parking areas. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. The District may view recordings to aid in the investigation of student misconduct and violations of *the SCC*.

## **Use of Trained Dogs**

In order to respond not only to the drug and alcohol abuse problems in the schools but also to maintain a safe school environment conducive to education, the District will use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

The dog handler selected shall use non-aggressive dogs trained to alert to illicit substances such as drugs, alcohol, and gun powder. Visits to schools will be unannounced. The dogs will be used to sniff the air in vacant classrooms, other common areas, and around student lockers and vehicles parked on school property.

If the dog alerts to a particular locker, a vehicle, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a vehicle, the student shall be asked, if necessary, to unlock the doors and trunk for an internal inspection where applicable. If the student refuses, the parents shall be notified. If the parent does not give permission for the search, an officer may obtain and execute a search warrant, if appropriate.

Students shall be notified at the beginning of each school year that:

- Even though possessed by the students during the school year, the lockers remain under the jurisdiction of the District and are subject to a sniff search at any time. Students are responsible for anything found in their lockers.
- All vehicles parked in school parking lots shall be subject to a sniff search at any time. Students are responsible for anything found in their vehicles. There is a distinction between trace findings in a vehicle and a usable amount of drugs. A trace amount would be defined as an amount that would render it useless. Other amounts are to be dealt with using the consequences outlined in *the SCC*.
- Classroom and other common areas are subject to a sniff search at any time when students are not present.
- If any prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal, suspension, expulsion, and/or notification of law enforcement agencies.

## APPLICABLE BOARD POLICIES

This section provides a listing of those sections of Board Policy concerned with discipline. Those who wish additional information in this regard should refer to the applicable policy or policies. *A copy of the District's policy manual is available in the school office or online at [www.gccisd.net](http://www.gccisd.net).*

### Section F:

FN(LOCAL)  
FNA(LEGAL)  
FNAA (LEGAL) (LOCAL)  
FNC (LEGAL) (LOCAL)  
FNCA(LEGAL)(LOCAL)  
FNCB(LEGAL)  
FNCC(LEGAL)  
FNCD(LEGAL)  
FNCE(LEGAL)  
FNCF(LEGAL)(EXHIBIT)  
FNCG(LEGAL)  
FNCH(LEGAL)  
FNCI(LEGAL)  
FNCJ((EXHIBIT)(LEGAL)(LOCAL)  
FNF(LEGAL)(LOCAL)  
FNF(LEGAL)(LOCAL)  
FNG(LEGAL)(LOCAL)  
FO(LEGAL)(LOCAL)  
FOA(LEGAL)  
FOB(LEGAL)  
FOC(LEGAL)(EXHIBIT)  
FOCA(LEGAL)  
FOD(LEGAL)(LOCAL)  
FODA(LEGAL)  
FOE(LEGAL)  
FOF(LEGAL)  
FP(LEGAL)(LOCAL)

### Students

Student Rights and Responsibilities  
Student Expression  
Distribution of Non-school Literature  
Student Rights and Responsibilities: Student Conduct  
Dress Code  
Care of School Property  
Hazing  
Tobacco Use and Possession  
Paging Devices  
Alcohol and Drug Use  
Weapons  
Assaults  
Disruptions  
Sexual Harassment/Sexual Abuse  
Interrogations and Searches  
Searches by Trained Dogs  
Student and Parent Complaints/Grievances  
Student Discipline  
Removal by Teacher  
Out-of-School Suspension  
Placement in a Discipline Alternative Education Setting  
Discipline Alternative Education Program Operations  
Expulsion  
Juvenile Justice Alternative Education Program  
Emergency Placement  
Students with Disabilities  
Student Fees, Fines, and Charges

## ABBREVIATIONS

<i>the SCC:</i>	Student Code of Conduct
DAEP:	Disciplinary Alternative Education Program
EDAEP:	Elementary Disciplinary Alternative Education Program
ISS	In-School Suspension
JJAEP:	Juvenile Justice Alternative Education Program
POINT:	Positive Behavior, Opportunities for success, Individual improvements, New beginnings, Time for academic excellence
TEC:	Texas Education Code

## GLOSSARY

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

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

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

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

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

**BULLYING:** A single significant act or a pattern of acts by one or more student direct at another student that is written or verbal expression, including electronic communication ,cyberbullying (done through the use of any electronic communication device)or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that exploits an imbalance of power and interferes with a student's education or substantially disrupts the operation of a school, and either (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. If the behavior materially and substantially disrupts the educational process or the orderly operation of a classroom or schools, or infringes on the rights of the victim at school. See District policy FFI for additional information regarding bullying.

**CAMPUS BEHAVIOR COORDINATOR:** Each campus will have a campus behavior coordinator designated by the campus principal. The Principal or Assistant Principal may serve as the designated campus behavior coordinator

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

**CLUB:** An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

**CONTROLLED SUBSTANCE:** means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp

**CRIMINAL STREET GANG:** Is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership which continuously or regularly associate in the commission of criminal activities.

**CYBERBULLYING:** Using any electronic communications device to engage in bullying or intimidation.

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

**DANGEROUS DRUG:** is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

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

**DEADLY CONDUCT:** under Penal Code 22.05 occurs when a person recklessly engaging in conduct that places another in imminent danger of serious bodily injury or by knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**DEADLY WEAPON:** A firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

**E-CIGARETTE:** An electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device including any component, part, or accessory for the device and regardless of whether the device is manufactured, distributed, or sold as an e-cigarette. The term does not include a prescription medical device unrelated to the cessation of smoking.

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

**FALSE ALARM OR REPORT:** under Penal Code 42.06 Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, place of assembly, publicly accessible place, or mode of conveyance such as an automobile.

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

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

**FIREARM (State law):** Any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

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

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

**HANDGUN:** Any firearm designed, made, or adapted to be fired with one hand.

**GRAFFITI:** includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effect

**HARASSMENT:** includes

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or 2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Section 37.001(b)(2) of the Education Code; or 3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another: a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law; b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; and a.d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

**HAZING:** is defined by Section 37.151 of the Education Code as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an student organization. if the act meets the elements in Education Code 37.151, including: 1. Any type of physical brutality; 2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances; 3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and 4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

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

**ILLEGAL KNIFE:** A knife with a blade over 5 ½ inches; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.

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

**INTENT:** The design, resolve, determination, or state of mind with which a person acts, ordinarily proven through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur. The fact that a student may not have been motivated by a desire to violate the SCC does not preclude imposing a disciplinary consequence so long as the student intended to engage in the underlying conduct that violated the SCC.

**INTIMATE VISUAL MATERIAL** - material is defined by Texas Civil Practices and Remedies Code 98B.001 and Texas Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

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

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

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

**ON OR ABOUT HIS OR HER PERSON:** Within the student's control and within arm's reach

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

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

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

**PROHIBITED WEAPONS:** A prohibited weapon includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, machine gun, short-barrel firearm, zip gun, or tire deflation device as further defined in Texas Penal Code § 46.05.

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

**REASONABLE BELIEF:** is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may determine by the Since HB 446 removed knuckles from the list of prohibited weapons in Penal Code 46.05, it is a local choice as to whether districts want to keep this as a prohibited weapon. Glossary Model Student Code of Conduct © 2019 by Texas Association of School Boards, Inc. All rights reserved. Page 65 Glossary superintendent or designee using use all available information, including the information furnished notice of a student's arrest under Article 15.27 of the Code of Criminal Procedure

**RETALIATION:** Harming or threatening to harm another: (1) on account of their service as a District employee or volunteer, (2) to prevent or delay another's service to the District, or (3) because the person intends to report a crime, including posting the residence address or telephone number of the employee on a publicly accessible website with intent to threaten harm or cause harm to the employee or the employee's family or household

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

**SERIOUS MISBEHAVIOR:** To engage in (1) deliberate violent behavior that poses a direct threat to the health or safety of others, (2) extortion to gain money or other property by force or threat, (3) coercion, meaning to threaten to either commit an offense; inflict bodily harm; accuse a person of any offense; expose a person to hatred, contempt, or ridicule; or to harm the credit of any person, (4) public lewdness as defined in Texas Penal Code § 21.07, (5) indecent exposure as defined in Texas Penal Code § 21.08, (6) criminal mischief as defined in Texas Penal Code § 28.03, (7) personal hazing as defined in Texas Education Code § 37.152, or (8) harassment of a student or District employee as defined in Texas Penal Code § 42.07(a)(1).

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

**SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or conduct prohibited by District policy FFH or FNC that is so severe, persistent, or pervasive that it has the purpose or effect of substantially or unreasonably interfering with a student's performance; creates an intimidating, threatening, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.



**SHORT-BARREL FIREARM:** A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun if, as altered, has an overall length of less than 26 inches.

**SWITCHBLADE KNIFE:** Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force. It does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife (also known as one-handed openers or assisted openers).

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

**TERRORISTIC THREAT:** Threats to commit any offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the District).

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

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

**USE:** With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

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

**ACKNOWLEDGEMENT FORM**

**Please read both sides, sign where appropriate, and return to appropriate school personnel within five days.**

*My child and I have reviewed a copy of the Goose Creek Consolidated Independent School District Student / Parent Handbook and the Student Code of Conduct for 2021-2022, located on the Goose Creek CISD web page at [www.gccisd.net](http://www.gccisd.net).*

*I understand that the Handbook and Code of Conduct contain 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 SCC.*

**PRINT NAME OF STUDENT:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**CAMPUS:** \_\_\_\_\_ **GRADE LEVEL:** \_\_\_\_\_

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME OF PARENT:** \_\_\_\_\_

**SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**HANDBOOK REQUEST**

**If you are unable to access the internet and obtain the information in the Student /Parent Handbook and Code of Conduct at the Goose Creek CISD web page, please check below and sign, and a hard copy will be sent home with your student.**

\_\_\_ I would like a hard copy of the Student/Parent Handbook and Student Code of Conduct sent home with my child.

**Parent Signature:** \_\_\_\_\_