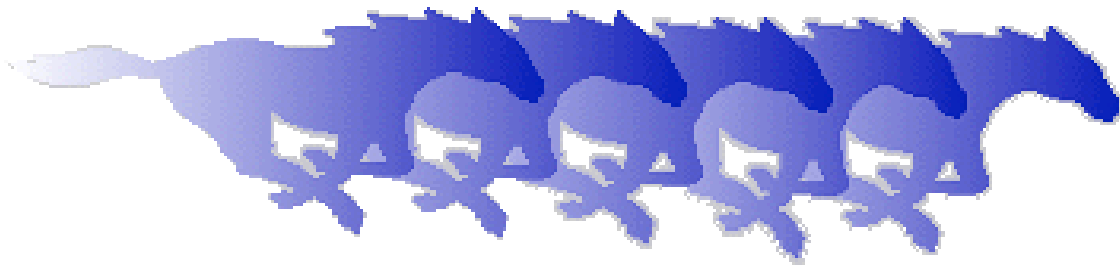


ADMINISTRATIVE PROCEDURES



FRIENDSWOOD HIGH SCHOOL

2011 -2012

FRIENDSWOOD ISD

website address

www.fisd12.net

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STUDENTS' RIGHTS AND RESPONSIBILITIES

JURISDICTION

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity and any school-related misconduct, regardless of time or location. The district has jurisdiction to remove a student to a DAEP in accordance with Texas Education Code Section 37.006 if the student engages in certain conduct under certain circumstances regardless of time or location. Additionally, the district has jurisdiction to place a student in the DAEP for certain conduct that occurs within 300 feet of school property. A description of the misconduct that may or shall result in placement in the DAEP is described in other sections of this Code of Conduct.

PUBLICATIONS

Students have the right to possess any forms of literature that do not disrupt or interfere with the educational process, including, but not limited to, newspapers, magazines, leaflets, and pamphlets. All written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted to the building principal for review, who may take up to one working day for the purpose of reviewing the publication, before it is posted or distributed on campus.

All publications edited, printed or distributed in the name of or within Friendswood High School shall be under the control of the school administration and the Board.

Students have the responsibility to use only those bulletin boards or wall areas designated for use by students and student organizations, and must also accept responsibility for the effect that the posting publication, or distribution of this literature might have on the normal activities of the school.

SCHOOL ORGANIZATIONS

Students shall not be denied the privilege of participating in extra-curricular organizations as long as they meet U.I.L. requirements and requirements set by the administration and approved by the Board.

Students are expected to abide by the by-laws of these organizations as long as they do not conflict with the Standards.

SEARCHES AND INTERROGATIONS

School officials may search a student or a student's property with reasonable suspicion or the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given. Vehicles on school property are also subject to search.

Areas such as lockers and desks, which are owned and jointly controlled by the district, may be searched at any time. Students have no expectation of privacy in the lockers assigned to them. Students shall not place, keep, or maintain any article or material in school-owned lockers or desks that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.

School officials may search a student's clothing and pockets if they have reasonable suspicion to believe that the student has violated a school rule or possesses contraband.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

SEXUAL HARASSMENT

Sexual harassment is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he or she has been sexually harassed, the student or the student's parents should report the incident to any of the following: administrators, counselors, school nurse, or the District Title IX Coordinator.

If a student's conduct is offensive and unwelcome, the conduct should be punished in accordance with the District's discipline management plan.

HARASSMENT

See page 52-60 for a definition of harassment. Any allegations of harassment or sexual harassment of students shall be investigated and addressed promptly. Oral complaints shall be reduced to writing to assist in the district's investigation. To the greatest extent possible, complaints shall be treated as confidential. However, limited disclosure may be necessary to complete a thorough investigation. A parent or student may appeal the decision of the principal regarding the outcome of the investigation into the allegations in accordance with Board Policy FNG (local).

DISCIPLINARY PROCEDURES

The Friendswood Independent School District has the responsibility to maintain a high-quality educational program for its students. To achieve this objective, District personnel must create an atmosphere for the development, exchange and application of ideas, an atmosphere free from disruptions and distractions that will materially interfere with or intrude upon the work of the school and its students. Many disciplinary options or alternatives are open to the principal, assistant principal and designated members of the staff for dealing with students whose behavior interferes with the school's objectives. The individual needs of students are assessed by the student care team--a group of school personnel who meet regularly to recommend guidance alternatives.

The following explanation of disciplinary procedures and alternatives indicates variety in the severity of both the offense and the disciplinary action taken. In some schools there are circumstances, which prevent the use of some of these alternatives. Different and equally acceptable alternatives may be used. Many of these alternatives are preventive and guidance oriented in nature, approaches which are certainly preferable but, understandably, not possible in all cases. Other alternatives are punitive in nature. When there is the need for clarification of the disciplinary or preventive measures being taken in any school, the principal of that school should be contacted.

PREVENTIVE OR GUIDANCE ALTERNATIVES

CONTRACTS

Many students respond positively by ceasing disruptive behavior as part of the "contract" negotiated with teachers or administrators.

COUNSELING METHODS

Group and/or individual counseling of both a problem preventing and a problem-solving nature is available to students by professionally trained personnel. Counselors, visiting teachers and psychologists are among the personnel available for these services.

PARENT CONFERENCES

Conferences with parents of students who seem to be having unusual difficulties are beneficial. The parents, the principal, the teacher or the counselor may request these conferences.

REFERRAL FOR COMMUNITY PROFESSIONAL HELP

Crisis Hotline-Bay Area, (281) 461-9992; Crisis Teenline, (713) 529-TEEN; Youth Crisis and Runaway Hotline, (800) 448-4663; National Council on Child Abuse and Family Violence, (800) 422-4453; Galveston County Juvenile Department, (409) 770-5900.

REFERRAL FOR IN-DISTRICT PROFESSIONAL HELP

The District provides many professionals who may be called upon by principals and parents for help: visiting teachers, school psychologists, reading clinicians, specialists in learning disabilities.

FORMAL REMOVAL

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or the behavior is so unruly, disruptive, or abusive that the teacher cannot teach. Any removal of a student by a teacher requires that a Standard of Student Conduct violation report be made by the teacher if the student's conduct is a violation of this code. A teacher or administrator may also remove a student from a class for an offense for which a student may be suspended and/or placed in a Disciplinary Alternative Education Program.

If the violation results in formal removal, the principal will schedule a conference within three school days with the student's parent, the teacher, and the student. After the conference, the principal will notify the student of the consequences of the Standard of Student Conduct violation.

When a student is removed from the regular classroom and a hearing is pending, the principal, at his or her discretion, may place a student in:

- Another appropriate classroom. Counseling will also be provided to the student.
- In-school suspension.

- A Disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and will be provided instruction in the core subjects.
- Expulsion

When a student has been formally removed from class, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available. Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate and in accordance with the policy FNG (LOCAL).

Any decision of a placement review committee convened to consider the placement of a student, who has been removed from a classroom by a teacher in accordance with a formal teacher removal, is subject to the state and federal law and rules related to educating students with disabilities.

ALTERNATIVE CLASS PLACEMENT METHODS

Students may be removed to an alternative educational program if the principal or campus disciplinary person determines either:

1. That the student's presence in the regular classroom or home campus presents a danger of physical harm to the student or others; or
2. That the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct.

REMOVAL TO ALTERNATIVE EDUCATION PROGRAMS

Prior to being assigned to an alternative program, a conference is conducted by an administrator. In most cases, the conference will be conducted on the same day or the day after the offense occurred. In talking with the students, they are told the conduct with which they are charged. They are then given the opportunity to explain their version of the incident. If the principal decides alternative placement is appropriate, the parent is then contacted by phone and told when the assignment will begin, how many days it will be, and the nature of the offense. Parents and students are also informed in writing of the rules and regulations of the program.

TERM OF REMOVAL

The principal shall determine the length of removal to disciplinary alternative programs. The length of a DAEP placement or expulsion will not exceed one year unless, after a review, the district determines that the student is a threat to the safety of other students or to district employees, or extended placement is in the best interest of the student. If a student fails to satisfactorily complete the conditions of the assignment, the term of removal may be extended.

There is no limitation on the length of placement of a student in the DAEP if it is determined that the student engaged in sexual assault or aggravated sexual assault against another student.

VICTIM'S RIGHTS

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the Board transfer the offending student to another

campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP or a JJAEP. If the student is transferred for this reason, there is no limit on the length of the placement.

ALTERNATIVE STUDY CENTER

The Alternative Study Center is a program designed to give school administrators an alternative to suspension. Students will be placed in the program for disciplinary reasons. The facility is located on the high school campus, but away from the main building.

Students may be removed to an alternative educational program if the principal or campus disciplinary person determines either:

1. That the student's presence in the regular classroom or home campus presents a danger of physical harm to the students or others; or
2. That the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct.

Parents and students will be informed in writing of the rules and regulations of the program. **Hours for the program are 8:33 am to 3:44pm.**

Students will have a 25-minute lunch. They must stay in ASC until all work is completed unless otherwise directed by an administrator. Students assigned to ASC cannot go in the building except by the request or permission of an administrator.

Other guidelines:

1. Parents of all students are responsible for transporting his/her child to and from ASC.
2. On lengthy assignments (10-20 days) to ASC, it may be beneficial for the parent to have a personal or phone conference with the Coordinator of ASC.
3. Every student assigned to ASC will have access to private and group counseling.
4. Students who have been assigned to ASC are not allowed on any campus without permission, and may not attend any school activities.
5. Misconduct in ASC may result in one or more of the following: days added, suspension, contacting the SRO, or DAEP placement.

SUSPENSION

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

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

DANGEROUS DRUG LIST

Mandatory expulsion is required if a student commits one of the drug or alcohol offenses that require removal to DAEP if the student's conduct is punishable as a felony. Possession on campus of Adderall, Mandrax, Ritalin, Tylenol with codeine, Valium, Vicodin, and Xanax are examples, but not a complete listing of the types of substances that fall into this category.

COURSEWORK

In accordance with state law, the district is not required to provide every course that a student might take on a regular campus in the DAEP or JJAEP. The district is also not required to provide a course necessary to fulfill a student's high school graduation requirements in the DAEP or JJAEP, provided however, that the district will offer a student removed to a DAEP or JJAEP an opportunity to complete coursework before the beginning of the next school year in accordance with state law.

DAEP GRADING POLICY

Students at DAEP for 51% or more of the instructional days of a semester will receive a pass or fail grade designation on the transcript and report card for all courses taken.

Students at DAEP for 50% or less of the instructional days in a semester will receive a number grade to be reported on transcripts and report cards. The grade will be figured by establishing the percent of time spent at FHS and at DAEP, and multiplying by the grade earned. (FHS grade x % of days at FHS out of total semester days + DAEP grade x % of days at DAEP out of total semester days). These grades will be figured in for class rank and for GPA.

Courses that are not taught at DAEP, but are continued by FHS staff so that a student will not lose credit, will receive a pass/fail grade. This grade will be given by the teacher at FHS who provides assignments and assessments in an independent study format. DAEP will be responsible for administering assessments and sending and receiving assignments to/from the FHS teacher. These courses will not be figured in for class rank or GPA.

METHODS OF DEALING WITH MISCONDUCT

INVESTIGATION OF MISCONDUCT

The campus administrator will conduct an investigation to determine if a student has violated the student code of conduct. If during the investigation the campus administrator discovers the student may have violated state law, the SRO will be notified. The SRO will conduct his own investigation to determine if the student is in violation of state law.

POLICE QUESTIONING OF STUDENTS

Before the campus administrator permits the questioning of a student by law enforcement officers, other than the SRO, the officer must state the necessity of questioning the student while in school. If the campus administrator permits the questioning to occur, the campus administrator or designee will remain with the student during the conference if their presence is within the guidelines of the police investigation. The questioning officer's name and title shall be obtained and recorded by the SRO or district officials.

ARREST/CUSTODY

Once the police investigation is completed and the law officer's decision is to remove the student from the campus, school officials will make every attempt to notify the parents as soon as possible of the reasons for removal.

Once the law officer(s) finds it necessary to take the student from the building, it becomes the officer's responsibility to notify the parents of information regarding police

custody. The officer is liable for the student's welfare and safekeeping.

A student may be taken into custody when:

1. he/she violates a law on campus and a law enforcement officer determines it is appropriate to take the student in to custody.
2. an officer presents the administrator with a warrant or custody order.
3. he/she is so disruptive or uncontrollable that it is necessary to remove him/her from a building to minimize disturbance.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.
5. Restrain an irrational student.

TEACHER REMOVALS AND RECOMMENDATIONS

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom.

A teacher may remove from a class a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class. Not later than the third class day after the day in which the student is removed from class, the principal shall schedule a conference among the principal or the principal's designee, the parent of the student, the teacher, and the student.

A teacher shall remove from class and send to the principal for investigation of placement in a disciplinary alternative education program or for expulsion, as appropriate, a student who engages in conduct described under DAEP and Expulsion sections of the Code/Standards of Student Conduct. The student may not be returned to that teacher's class without the teacher's consent unless the committee established under Section 37.003 determines that such placement is the best or only alternative available. If the teacher removed the student from class because the student has engaged in the elements of any offense listed in the Code/Standards of Student Conduct against the teacher, the student may not be returned to the teacher's class without the teacher's consent. The teacher may not be coerced to consent.

Following the conference, whether or not all requested parties are in attendance after valid attempts to require their attendance, the principal shall either: suspend the student for a period not to exceed three school days; remove the student to an alternative education setting; or place the student back in class.

If the student is removed by the teacher a second time within the same nine weeks, the student may be returned to that class only by action of the superintendent at the principal's request. If the student is removed by the teacher a third or subsequent time

within the same semester, the student may be returned to that class only by action of the Board at the request of the Superintendent.

NOTIFICATION REQUIREMENTS

Teacher Notification

A principal or a principal's designee shall inform each educator who has responsibility for, or is under the direction and supervision of an educator who has responsibility for, the instruction of a student who has engaged in any violation listed in Section 37.003 of the student's misconduct. Each educator shall keep the information received under this subsection confidential from any person not entitled to the information under this subsection, except that the educator may share the information with the student's parent or guardian as provided for by state or federal law. The State Board for Educator Certification may revoke or suspend the certification of an educator who intentionally violates this subsection.

Other School District's Notification

If a student placed in a disciplinary alternative education program enrolls in another school district before the expiration of the period of placement, the board of trustees of the district requiring the placement shall provide to the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the disciplinary alternative education program placement under the terms of the order.

TEMPORARY REMOVALS FOR OTHER REASONS

Students may be removed from regular classes or district premises for nondisciplinary reasons when the principal determines there is a compelling reason such as, but not limited to:

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

Any student removed from school for a reason shown above, who is in a condition that threatens his own welfare or the welfare of others, shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel. Temporary removal may not exceed 3 days.

Students may be removed from regular classes or school premises pending any hearing required by law.

NOTICE: Before removing a student from school premises for any reason, the student shall be informed of the reason for the removal and have an opportunity to state any objections to such action.

WITHDRAWAL OF PRIVILEGES

If a student displays unacceptable behavior on numerous occasions or severe misconduct on a single occasion, such behavior may result in his/her being denied participation in extracurricular activities by the principal for a designated period of time.

OTHER DISCIPLINARY PROCEDURES

Other alternative disciplinary procedures may be used if, in the professional judgment of the principal, the infraction does not warrant those disciplinary actions cited above.

GENERAL GUIDELINES FOR ASSIGNING DISCIPLINARY CONSEQUENCES

When imposing disciplinary consequences, including assignment to and length of suspension, DAEP and expulsion, administrators may consider the following factors:

- Seriousness of the offense
- Age of the student
- Whether state law requires a particular consequence
- Intent or lack of intent at the time the student engaged in the conduct
- Attitude of the student
- Student's previous disciplinary record
- Whether the length or availability of the placement is mandated by an agreement with the DAEP/ JJAEP.
- Whether the offense is one in which a required length has been established by the district and contained in the code of conduct.
- The date of the offense in relation to the end of the grading period.
- The effect of the misconduct on the school environment.
- Self-defense, only when appropriate. Self-defense may be considered as a mitigating circumstance only when the student has a reasonable belief that the force is immediately necessary to protect himself/herself against the other's use or attempted use of force that could result in serious bodily injury. *Verbal threats or verbal assault is never enough to justify self-defense.* Reasonable belief in the school setting means a belief that would be held by the principal or other appropriate administrator in the same circumstances as the student. Each student is responsible for making every effort to avoid the use of any force and is advised to remove himself or herself from the situation if at all possible. *The district does not condone or authorize students to use force against another individual, even if that individual provokes or instigates a fight or altercation.*

ACTS OF MISCONDUCT: GROUP I

Group I Acts of Misconduct include those student behaviors, which disrupt the orderly educational process in the classroom. These include, but are not limited to, such behaviors as:

- Running and/or making unnecessary noise.
- Leaving the classroom without permission.
- Being improperly dressed.
- Exhibiting any unacceptable physical contact.
- Bringing unauthorized visitors to the classroom.
- Displaying any behavior which is disruptive to the orderly process of classroom instruction such as: excessive/unnecessary talking, laziness/not working, not having required supplies/assignments, name calling, etc.
- Violating posted classroom rules of conduct.
- Failure to sign in or out in the attendance office when coming or leaving school during school hours.
- Littering (cafeteria, halls, grounds, library, etc.).
- Unauthorized parking or use of vehicle during school hours.
- Failure to attend detention hall after signing a warning (see Mandatory Policy).

DISCIPLINARY ACTIONS

Discipline management techniques are always available when assessing penalties or violations of the Standards of Conduct, regardless of the offense. Discipline management techniques may include:

- Counseling by teachers or administrative personnel.
- Teacher/student conference.
- In-class disciplinary action.
- Detention halls.
- Counselor/student conference.
- Administrator/teacher/student conference.
- Parent contact. (Written report, telephone call and/or personal conference).
- Behavioral contracts.
- Assignment of school duties other than class tasks.
- Verbal correction.
- Withdrawal of privileges, including participation in extracurricular activities.
- Loss of privilege to drive vehicle on campus.
- Assignment to a specific area.
- Probation or demerits.
- Community Service work.
- Monetary fine.

ACTS OF MISCONDUCT: GROUP II

Group II Acts of Misconduct include those student behaviors, which disrupt the orderly educational process in the school. These include, but are not limited to, such behaviors as:

- Posting or distributing unauthorized communicative materials on school grounds.
- Interfering with school authorities and programs through boycotts, sit-ins, or trespassing.
- Skipping class (class meeting, homeroom meeting, or assembly) (see Mandatory Policy).
- Smoking and/or possession of tobacco products on school campus and at school activities (Mandatory Policy).
- Exhibiting any unacceptable physical contact, which could, but does not; result in injury, or agitating to start a fight.
- Failing to abide by rules and regulations at extracurricular and/or co-curricular functions.
- Failing to abide by rules and regulations regarding field trips.
- Using profane, obscene, indecent, immoral, or offensive language, acts and/or gestures towards teachers, other employees, or other students.
- Displaying disrespect toward school personnel.
- Membership in illegal organizations (fraternities, sororities, or secret societies).
- Misrepresenting, in writing, or verbally, any school record, official document, or other document intending to deceive or misrepresent any fact.
- Leaving campus at lunch without permission.
- Use or possession of any type of fireworks.
- Loitering (in halls during class time, in academic areas during lunch, in parking lot during the school day, during lunch or between classes).
- Displaying disruptive behavior on the bus.
- Defying the authority of school personnel and/or insubordination.
- Unexcused absences.
- Unexcused tardies (Mandatory Policy).
- Displaying any acts of disobedience or disorderly behavior, which may prove

detrimental to the school, harmful to health and safety, and inhibiting the rights of others.

- Hazing, which includes any willful act done by a student, whether individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.
- Bringing on the school grounds any unauthorized, disrupting, or distracting item such as: water guns, radios, tape decks, toys, pets, etc.
- Cheating and/or unauthorized distribution of tests or any other teacher's materials (academic sanctions may be administered in addition to disciplinary sanctions).
- Failure to follow administrative directives.
- Running from a school official or school representative.
- Displaying the danger of physical harm to him/herself or to other individuals.
- Unlawful or mischievous destruction of school or personal property.
- Misuse of Internet/violation of Fisd Acceptable Use Policy.
- Violation of district or campus computer procedures.

DISCIPLINARY ACTION

In addition to the Discipline Management Techniques that were listed earlier, these actions may also be appropriate for the above offenses:

- Confiscation of distracting items.
- Restitution or restoration, as applicable.
- Disciplinary reassignment. This might include removal of the student from the classroom, placement in another classroom, assignment to the Alternate Study Center or reassignment to a Disciplinary Alternative Education Placement.
- Summary suspension for up to three school days per offense. Placement in DAEP will be for a minimum of 30 school days. The principal may adjust DAEP placements in order to coincide with the end of a grading period or semester. Additional DAEP assignments during a student's high school career may result in longer DAEP placements.

ACTS OF MISCONDUCT: Group III

Group III Acts of Misconduct include those student behaviors which most seriously disrupt the orderly educational process in the classroom and/or the school. These include, but are not limited to, such behaviors as:

- Gambling which is defined as participating in games of chance for money and/or things of value.
- Vandalism which is defined as the willful or malicious destruction of school property or the property of others.
- Arson which is defined as the willful or malicious burning of a building or its contents and/or the personal property of others.
- Sex violations which are defined to include offenses against chastity, common decency, morals, and the like; indecent exposure is included here. Sexual harassment, defined in previous section, is a form of prohibited harassment.
- Bullying or cyber bullying.
- Harassment which is defined as any activity that intimidates or threatens the student with ostracism, that subjects the student to mental stress, shame, or humiliation or that adversely affects the mental health or dignity of the student, including acts motivated by race, color, religion, national origin, or disability and directed toward another student. The term harassment includes unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, or disability that creates an intimidating, hostile,

or offensive educational environment. Sexual harassment, defined in a previous section, is a form of prohibited harassment.

- The making of "hit lists", which means a list of people targeted to be harmed using: A firearm, as defined by Section 46.01(3), Penal Code; a knife, as defined by Section 46.01(7), Penal Code; or any other object to be used with intent to cause bodily harm.
- Stealing which is defined as the act of taking and carrying away the personal property of another without the consent of the owner.
- Robbery which is defined as the felonious taking of personal property in the possession of another against his or her will, accomplished by means of force or fear.
- Extortion which is defined as the obtaining of money or information from another by coercion or intimidation.
- Simple assault which is defined as an offer or attempt to do bodily harm to another without physical contact. This includes threats and verbal assaults.
- Fighting which is defined as a physical conflict between two or more individuals.
- Assault and battery which is defined as an unlawful physical injury to another.
- Aggravated assault which is defined as assault with a deadly weapon. Weapons are identified in two categories; (1) Articles commonly used or designed to inflict bodily harm and/or to intimidate. Examples are: firearms, "knuckles", switchblades, stun guns, and look-alike guns, knives, chains, clubs, and explosives. Students with such weapons on the school site or at school activities will be disciplined in a manner which may include suspension or expulsion. (2) Articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidate. Examples are: belt and belt buckles, combs, pencils, files, compasses, or metal hair rakes. Students acting in an aggressive or belligerent manner with any article or object similar to those listed above may be administratively judged to be in possession of a weapon. That article or object may then be declared a weapon, and disciplinary action against the student may be taken.
- Possession and/or concealing a deadly weapon is defined as the act of possessing, hiding, or covering an instrument which may produce death or bodily harm.
- Use, sale, distribution, possession, or being under the influence of narcotics, dangerous drugs, controlled substance, alcoholic beverages, or any beverage with alcoholic content.
- Delivery of illegal drugs which is defined as the act of distributing illegal drugs to others.
- Counterfeiting
- Displaying any other behavior which is illegal.
- A conduct that disrupts the school environment or educational process.
- Threats against students, teachers, administrators, or any other school personnel.
- Engaging in serious or persistent misbehavior that violates the district's previously communicated standards or student conduct.
- Possession or use of drug paraphernalia.
- Graffiti- Section 28.03 (d) of the Texas Penal Code states that the punishment for graffiti is a state jail felony if the marking is made on a school and the amount of the loss to real property or to tangible personal property is less than \$20,000.

DISCIPLINARY ACTION: Acts of Misconduct (Group III)

In addition to the Discipline Management Techniques, and Disciplinary Action for Acts of Misconduct-- Group II that were listed earlier, these actions may also be appropriate for the above offenses:

- Please refer to Standards of Student Conduct pages 15-20 for Senate Bill 1 required disciplinary assignments.

- Referral to an outside counseling agency.
- Expulsion.

Placement in DAEP will be for a minimum of 45 days. DAEP placements may be adjusted by the principal in order to coincide with the end of a grading period or semester. Additional DAEP assignments during a student's high school career may result in longer DAEP placements.

DISCIPLINARY ALTERNATIVES

DETENTION HALL

Detention halls may be assigned to students for disciplinary reasons. Students are given one day's notice prior to their name appearing on the list.

D-halls are held every school day from 7:45-8:25 a.m. and from 3:50-4:30 p.m. except Friday afternoon. Students must bring ID, books, pens and paper with them to study. Students without study material or with improper materials will be dismissed and not receive credit.

Once a student is assigned the detention hall, he/she will be given two opportunities (a.m. or p.m.) to attend. Students with multiple d-halls must attend once a day or face consequences for failure to attend.

Students dismissed from d-hall for any reason will face the following:

First Offense: Rescheduled for the next time. If dismissal is for serious misconduct, additional consequences may be assigned.

Second Offense and all subsequent offenses:

The step the student is on for failure to attend d-hall will be applied.

FAILURE TO ATTEND DETENTION HALL will result in the following action:

First Offense	Sign a warning (one per semester)
Second Offense	Add a detention hall
Third Offense	A Saturday detention hall will be assigned
Fourth Offense	Three days ASC
Fifth Offense	Five days ASC and a parent contact re: impending suspension
Sixth and Subsequent Offenses	Three-day suspension each time

Note: All disciplinary detention halls must be attended. They will not be dropped when the above disciplinary consequences occur. No tardies to d-hall are allowed.

SATURDAY DETENTION HALL

Saturday detention halls are held every Saturday. Principals for disciplinary reasons assign these. Once assigned, attendance is mandatory. Students will be given at least one day's notice before attending. Parents will be notified by phone when possible.

Hours will be from 9 a.m. to noon each Saturday. Students will report to the ASC room and must have schoolwork in order to attend. Tardies will not be allowed. Students dismissed from Saturday d-hall for any reason will be:

First Offense Reschedule for the next time. If dismissal is for serious misconduct, additional consequences may be assigned.

Second Offense and all subsequent offenses

The step the student is on for failure to attend Saturday d-hall will be applied.

FAILURE TO ATTEND SATURDAY DETENTION HALL will result in the following action:

First Offense	The Saturday detention hall will be rescheduled.
Second Offense	Three day assignment to ASC
Third Offense	Five day assignment to ASC

Note: Saturday Detention Halls will only be dropped after a five-day assignment to ASC is made.

COMMUNITY SERVICE - alternative to short term ASC assignment

Students may be given the option **once each year** of choosing community service work in place of short term assignments to the Alternative Study Center. Hours/days would be exchanged in the following manner:

3 day assignment to ASC	= 10 hours of community service work
5 day assignment to ASC	= 15 hours of community service work

Community service is defined as "work or service for a non-profit organization verified by other than a family member." Students will have seven calendar days to complete the community service work and bring back proof of said work. Failure to comply with these guidelines within the designated time frame will mean automatic assignment to ASC.

MANDATORY POLICY

CHEATING POLICY

Cheating shall be defined as academic dishonesty:

- Plagiarism
- Use of prohibited materials on quizzes, tests, exams
- Activities as defined by individual teachers

Consequences/procedures

- An "O" on the assignment, quiz, etc. on which the cheating occurs is mandatory. No retests or alternate assignments may be substituted for the zero. Semester credit may be denied for repeat offenders.
- The infraction will be documented—the appropriate administrator and the parent will be notified.
- Discipline consequences will be applied in accordance to the step for classroom misconduct the student is on at the time of the infraction.
- Repeated behavior in the same or other classes will result in No. 1-3 and referral to the appropriate administrator and a "U" in conduct for the nine weeks in which the second infraction occurs.
- The student who allows copying, cheating, etc. is to be punished in the same manner.

FIGHTING

The following consequences will occur to students involved in fighting:

First Offense	10 days ASC and subject to referral to law enforcement agency
Second Offense	DAEP Assignment and subject to referral to law enforcement

agency

LEAVING CAMPUS AT LUNCH WITHOUT PERMISSION--CLOSED CAMPUS LUNCH

Unauthorized students that leave campus at lunchtime will be subject to the following disciplinary action:

First Offense	3-day assignment to ASC.
Second Offense and subsequent offenses	5-day assignment to ASC.

MISCONDUCT IN CLASS-DISCIPLINE REFERRALS

The following consequences will occur to students for inappropriate classroom behavior:

1st Discipline referral	3 d-halls
2nd Discipline referral	1 Sat d-hall
3rd Discipline referral	5 days assignment to ASC
4th Discipline referral	10 days assignment to ASC
5th Discipline referral	Suspension for 3 days
Severe Clause	Serious misconduct may result in a penalty more severe than that stated above, if in the estimation of the administrator the offense warrants it.

Students whose misconduct has occurred in only one class, may be assigned to ASC for just that class period and not for the entire day.

SMOKING/USE OF TOBACCO/POSSESSION OF CONTRABAND

The consequences for smoking and/or using any tobacco product, and/or possessing tobacco, matches, or lighter, on campus or at school sponsored activity by a student will result in the following disciplinary action:

First Offense	3 days ASC and subject to referral to law enforcement agency
Second Offense	5 days ASC and subject to referral to law enforcement agency
Third Offense	5 days ASC and subject to referral to law enforcement agency
Fourth Offense	10 days ASC and subject to referral to law enforcement agency

SKIPPING

Skipping class is defined as missing a scheduled class meeting, homeroom meeting, required assembly, or school day. (This does not include school sponsored functions or extracurricular activities.)

1 class (short term) and remains on campus

First Offense	Saturday d-hall
Second Offense	Saturday d-hall
Third Offense	Saturday d-hall
Fourth Offense	3 days ASC
Fifth Offense	5 days ASC
Sixth Offense	10 days ASC
Seventh Offense	DAEP assignment

2 or more classes (long term) or 1 class but leaves campus

First Offense	3 days ASC
Second Offense	3 days ASC

Third Offense	3 days ASC
Fourth Offense	5 days ASC
Fifth Offense	10 days ASC
Sixth Offense	DAEP assignment

EXCESSIVE ABSENCES/PETITIONING FOR CREDIT/MAKING UP HOURS

According to guidelines set forth by the Legislature and the Board of Education, students are required to be in attendance ninety percent (90%) of the time each class is offered during a semester to receive credit for a class. Students who are not in attendance in each class for at least ninety percent (90%) of the total number of school days per semester will not receive credit in that class for that semester regardless of the grade earned unless certain procedures are followed.

A student will be denied credit after the 7th absence during the fall semester, and after the 9th absence in the spring.

PLEASE NOTE THAT STUDENTS MUST ATTEND SCHOOL NINETY PERCENT (90%) OF THE SCHEDULED NUMBER OF SCHOOL DAYS EACH SEMESTER TO BE ELIGIBLE TO GET A DRIVER'S LICENSE OR TO HAVE A LICENSE RENEWED!!!

Students will be notified in writing of their need to make up hours or to petition for credit. An attendance committee has been set up to hear petitions for class credit from students who have extenuating circumstances, and who wish to present documentation that may reduce or eliminate some of the make up hours. The request will be arranged with the assistant principal. The student will be allowed only one appeal per semester.

It will be the student's responsibility to fulfill the requirements set forth by the assistant principal. If the student fails to fulfill these obligations, or if he/she subsequently fails to attend school, the student will be denied credit in every class in which he/she has excessive absences. If a student is denied credit, the student's permanent record will show his/her actual grade with a notation that credit was denied due to attendance.

TARDIES

When a student is tardy for an unexcused reason he/she reports to class. For the 1st three tardies to a class, no immediate consequence. For the 4th tardy to a class, teacher will notify the office. Consequences may be assigned at the 4th and any subsequent tardy. Time for these consequences must be done on campus.

Every 3 tardies that a student accrues to a class will be recorded as an absence when determining final exemptions and denial of credit. Students who are more than 10 minutes late to any one class will be considered absent.

MAKE-UP HOURS

All make-up hours must be done at Friendswood High School or under the supervision of a staff member. If attendance make-up hours or obligations are not turned in or paid for before prom or senior field day, students will not be allowed to participate.

