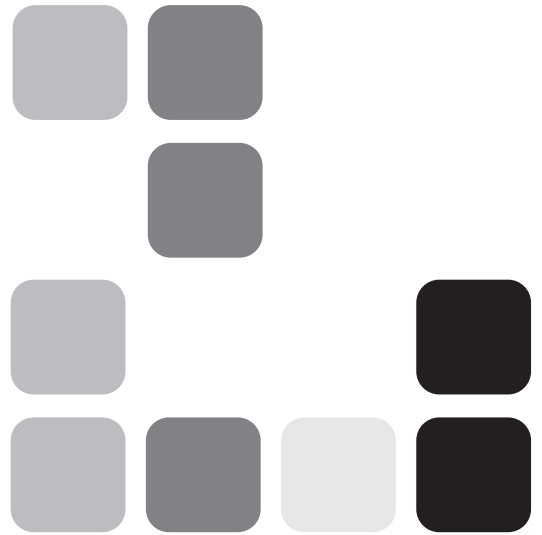


2009/2010



# STUDENT CODE OF CONDUCT

Please sign and return the appropriate signature page of this code to your child's school. This Code is prepared in accordance with Board Policy and the Texas Education Code. Additional information supporting this Code shall be found on the district's website at [www.duncanvilleisd.org](http://www.duncanvilleisd.org) under "District Facts/Policy Online" and within Chapter 37 "Discipline: Law and Order" of the Texas Education Code.

Duncanville Independent School District

# Table of Contents

	Page		Page
Welcome to Duncanville ISD .....	3	Drug Policy .....	10
Duncanville ISD Mission .....	3	<i>Drug, Alcohol, Glue, Paint, Over the Counter Medication, and Tobacco</i>	
The Rights of Students .....	3	Safety and Security .....	11
Non-Discrimination Provision .....	3	<i>Police Questioning of Students</i>	
Meetings of the Board of Trustees .....	3	<i>Searches and Interrogations</i>	
Admission and Enrollment .....	4 - 5	<i>Use of Trained Dogs</i>	
<i>Verification of Residence</i>		<i>Student Picture/Name Badges</i>	
<i>Student Registration Form</i>		<i>Behavior at Extra-Curricular Activities</i>	
<i>Immunization</i>		Conduct on School Bus .....	12
<i>Felony Notification</i>		Standardized Dress .....	13 - 14
<i>Proof of Residency</i>		<i>Philosophy</i>	
Attendance .....	5 - 6	<i>Parent and Student Responsibility</i>	
<i>Expectations</i>		<i>Principal is the Final Authority</i>	
<i>Compulsory Attendance Policy</i>		<i>Grooming Code for All Grades, Exclusions</i>	
<i>Reason for Absence</i>		<i>Consequences for Grades 7-12</i>	
<i>Personal Illness</i>		<i>Dress Requirements for Grades PK- 8</i>	
<i>Attendance for Credit/Credit Denial</i>		<i>Dress Requirements for Grades 9-12</i>	
<i>Truancy - Parent Liability</i>		Misconduct Infractions and Consequences .....	15
<i>Truancy Warning Notice</i>		<i>Level I Infractions</i>	
<i>Tardy Policy</i>		<i>Level I Consequences</i>	
Expectations .....	6	<i>Level II Infractions</i>	
<i>Student Expectations</i>		<i>Level II Consequences</i>	
<i>Parent Expectations</i>		<i>Level III Infractions</i>	
General Discipline .....	7 - 8	<i>Level III Consequences</i>	
<i>Jurisdiction</i>		Student Services .....	16 - 17
<i>Basic Discipline Guidelines</i>		<i>Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or May Need Special Education</i>	
<i>Campus and Classroom Rules</i>		<i>Pledges of Allegiance and Minute of Silence</i>	
<i>Discipline Management Techniques</i>		<i>Electronic and/or Communication Devices (Cell Phones, etc)</i>	
<i>Corporal Punishment</i>		<i>Acceptable Use of Computers, Networks, etc.</i>	
<i>Fighting/Aggressive Behavior/Self Defense</i>		Health Services .....	17 - 18
<i>Physical Restraint</i>		<i>Communicable Diseases/Conditions</i>	
<i>Discipline of Special Education Students Under I.D.E.A.</i>		<i>Immunization</i>	
<i>Discipline of Students Under Section 504</i>		<i>Medicine at School</i>	
<i>Interventions</i>		<i>Health Screenings</i>	
Student Removals .....	8 - 9	<i>Steroids</i>	
<i>Discretionary Classroom Removal</i>		<i>Bacterial Meningitis</i>	
<i>Classroom Removal (Formal)</i>		Records Act .....	19 - 20
<i>Emergency Removal</i>		<i>Family Educational Rights/Privacy Act</i>	
<i>In-School Suspension</i>		<i>Student Directory Information</i>	
<i>Suspension at Home</i>		Definitions .....	20 - 22
<i>Summit Center</i>		Acknowledgment Form .....	23
<i>Dallas County Juvenile Justice (JJAEP)</i>			
Due Process .....	9 - 10		
<i>General Procedures</i>			
<i>Placement in In-School Suspension or Suspension at Home</i>			
<i>Placement in The Summit Center</i>			
<i>Expulsion from the District</i>			

## WELCOME TO DUNCANVILLE ISD!

This handbook contains information that parents and students must know to ensure a successful school year. The Student Code of Conduct is required by state law and is intended to promote a positive learning environment and safe schools. More information regarding district policies and procedures may be found in Board policy.

This publication is updated annually, while policy adoptions and revisions are ongoing throughout the year. Changes in policy that affect provisions in this publication will be communicated to students and parents when the Board of Trustees adopts new policies. The contents of this publication are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district.

Duncanville ISD Board policies, as well as state and federal law, are the legal guidelines that bind the district, its employees, and students. Such policies and laws take precedence over the information in this student code of conduct, and any conflicts between such shall be interpreted and resolved in compliance with, and in favor of, Board policy and/or applicable laws.

### DUNCANVILLE ISD MISSION

The mission of the Duncanville Independent School District is to provide each individual student with the necessary skills to achieve lifelong success and contribute to a global society.

### THE RIGHTS OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the local, state, and federal policies and procedures.

### MEETINGS OF THE BOARD OF TRUSTEES

The Duncanville ISD Board of Trustees is composed of seven members, serving terms of three years each, who are elected at large by position or place in accordance with Texas law by Duncanville ISD voters. Board elections are held annually and the terms of one-third of the Trustees, or as near to one-third as possible, expire each year. (Education Code 11.051(b), 11.059)

The Board meets on the second Monday of each month, unless otherwise announced. Special meetings may also be called. Meeting notices and agendas are posted on a bulletin board at the entrance of the Administration Building, located at 802 South Main Street; published on the district website; and distributed electronically to staff members and local news media. Board meetings are aired live on Cable Access Channel 27 in the city limits of Duncanville and are streamed live and on demand at the district's website at [www.duncanvilleisd.org](http://www.duncanvilleisd.org).

### NON DISCRIMINATION PROVISION

It is the policy of the Duncanville ISD to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no persons shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs on the grounds of race, religion, color, national origin, sex, handicapped disadvantages, limited English proficiency, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration).

Duncanville ISD offers career and technology education programs in agricultural sciences, family and consumer sciences, health occupations, business education, marketing, trades and industrial, and industrial technology. Admission to these programs is based on interest and aptitude, age appropriateness, course prerequisites, class space availability, and/or counselor approval.

This provision is required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education amendment of 1971; and section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, contact the Title IX Coordinator, Sandra Burks, at 802 South Main, Duncanville, Texas 75137, 972-708-2000, and/or the section 504 Coordinator, Robbie Stinnett, at 502 East Freeman, Duncanville, Texas 75116, 972-708-2060. The Duncanville Independent School District makes positive efforts to employ and advance in employment all protected groups.



Duncanville ISD  
802 S. Main  
Duncanville, TX 75137  
972-708-2000  
[www.duncanvilleisd.org](http://www.duncanvilleisd.org)

## ADMISSION AND ENROLLMENT REQUIREMENTS

It is mandatory for **all Duncanville ISD students**, even students who have been in the district for several years, to complete student registration forms at the beginning of each school year in addition to presenting an original, current utility bill to verify attendance eligibility.

**Returning middle school and high school students** (grades 7-12) are required to annually pre-register prior to starting school. Pre-registration is held in August at each middle school and at Duncanville High School. District families receive date information by mail. This information is also published on the district website with other Back to School information.

**Returning elementary and intermediate students** (grades K through 5) are automatically re-registered and do not need to attend pre-registration. Students are still required to annually complete student registration forms and present an original current utility bill.

**Students enrolling under an Affidavit of Residence** must meet all requirements outlined in the Proof of Residency section on pages 4 and 5 of this Student Code of Conduct. Please carefully review this information before attempting to enroll.

**New Students:** To enroll a new student in Duncanville ISD, a parent/legal guardian under a court order, attorney-in-fact, and/or district host family must accompany the student to the school. The parent/guardian must provide a current and valid photo ID. An acceptable valid photo ID may include a state issued driver's license, Texas ID, consular card, or other official identification. A membership card such as Sam's Club or other similar type cards, or a debit/credit card with a photo, etc. are not considered acceptable forms of photo identification.

### VERIFICATION OF RESIDENCE

Every student must return one of the following residence verifications to the appropriate administrator within the first two weeks of school:

Verification of Residency (Blue Form) - The standard proof of residence.

Affidavit of Residence (Yellow Form) - The parent(s) and student(s) reside with another person (a host family who is a district resident) in a house or an apartment. Please see detailed information in Proof of Residency section.

Legal age students may enroll themselves using the appropriate form.

Parents who illegally enroll their child in the district will be responsible for payment of tuition to the district in the amount of not less than \$40.87 per day, as calculated with the state funding formula, for each day the child is illegally enrolled.

### STUDENT REGISTRATION FORM

The registration form must be completed in full and corrected as necessary. The student registration form must be returned within the first two weeks of school. Failure to return the document shall result in the student being suspended at home.

### IMMUNIZATION

Students will NOT be allowed to enroll if they do not have an immunization record or the record is incomplete. Students transferring from another Texas school who do not have their immunization record will be granted provisional enrollment for a limit of 30 days while records are being transferred. Currently enrolled students who are NOT in compliance will be given 30 days to gain compliance. After 30 days, the student will not be allowed to attend school. All absences will be unexcused. Immunizations due during the summer must be up-to-date to start school.

**The district requires the following documents** to complete enrollment and cannot begin the enrollment process during pre-registration without all of these documents:

1) Proof of Residence: original and current utility bill, not a telephone bill.

2) Valid Parent/Guardian Identification: an acceptable photo ID with an address that matches the original, current utility bill. An acceptable photo ID must be current and valid, and may be one of the following: a state issued driver's license, a Texas ID, or Consular Card.

3) Proof of Student Identification: this may include any of the following: original or certified true copy of birth certificate (not hospital certificate), valid passport with visa stamp, or any other legal document that establishes identity.

4) Copy of student's social security card.

5) Copy of student's current and up-to-date immunization record.

6) Student's last report card/transcript or withdrawal paperwork for last school attended.

### FELONY NOTIFICATION

Any known falsification of the information provided on any enrollment affidavit is a felony offense under Section 37.10 of the Texas Penal Code. If any ineligible student(s) is (are) enrolled in the district on the basis of knowingly falsified information, the parent or guardian is liable to the district for the cost of the student's education. Enrollment using falsified documents will result in the student being withdrawn from the district immediately.

### PROOF OF RESIDENCY

ALL students, even those who have been in the district for several years, must submit a current original utility bill to the school at the beginning of each school year. The bill can be a gas, water, or electric bill. Phone bills will not be accepted. If a parent lives in an apartment with all bills paid, then the parent must present the original lease agreement that states that all bills are paid and a notarized letter from the landlord stating the terms of the lease. A copy of the original lease will be made on campus. The document must be presented within the first two weeks of school. Failure to provide appropriate documents may result in the student being suspended at home. Failure to provide proof of residency documentation within 30 days of enrollment will result in student withdrawal. Changes in residency during the school year must be communicated to the campus within five (5) days of the change. If the campus administration has reason to believe a change in residence has occurred, they may request new proof of residence at any time. Failure to comply with a campus request to provide new proof of residence will be grounds to withdraw the student.

*Proof of Residency continued on page 5*

**Proof of Residency continued:**

1) Homeowner or Renter: Parent/guardian must complete *Verification of Residency* form. The parent/guardian must also present a current, original utility receipt (gas, water, or electric) in their name. If a family is new to the district and does not have a current utility receipt, the parent/guardian must have a letter from the utility company showing transfer of utilities or present the original lease agreement that lists the names of parent/guardian and the student they are seeking to enroll. A current, original utility bill must still be submitted as soon as it is received. If utilities are paid as part of the lease, the parent/guardian must have a current, original utility receipt for the rented/leased property and a notarized letter from the owner stating the terms of the lease.

2) Living with someone in a house or an apartment (a host family): Homeowner or lease holder (host family) must complete an *Affidavit of Residence* form and provide a current, original utility receipt. Both the parent/guardian **and** district resident (host family) with whom the parent and student are residing must accompany the student at enrollment. Both the parent/guardian and host family must present acceptable photo IDs to enroll the student. The photo ID of the parent/guardian must have the parent's photo, their name, and the address on the ID must also match the host family's proof of residence. The host family with whom a parent/guardian and student are residing must present a photo ID that reflects their current address, which must match the presented current original utility bill or other proof of residency. All of this documentation is required in addition to the notarized *Affidavit of Residence* form to enroll the student. The parent/guardian must also complete the appropriate school district residency form and comply with requirements stated on the form. Forms are available at each campus, or at the office of the Director of Administrative Services at the Duncanville Education Center (DEC) located at 502 E. Freeman, or by calling 972-708-2066.

## ATTENDANCE

### EXPECTATIONS

The first and most basic factor necessary for a student to be successful in school is good attendance. Outstanding teachers, new schools, an outstanding curriculum, and modern technology will not help a student be successful if the student doesn't come to school. Because attendance is vital to a student's success, the Duncanville ISD places a very high priority on encouraging good attendance habits. It is in the best interest of our students to attend school every day and to arrive on time.

According to the Texas Education Code, a child between the ages of six and eighteen, depending on the child's birthday, is subject to the compulsory attendance laws unless the child is otherwise exempted by law. The Texas Education Code states that it is the responsibility of parents to monitor their child's attendance and to ensure that their child attends school and arrives on time. The Duncanville ISD expects students to come to school every day and to arrive on time; and, if absent, to present all

notes and excuses in accordance with district policy. Students, as well as their parents, will be subject to prosecution for violation of compulsory attendance laws and/or excessive tardies.

School attendance is a very important matter with serious consequences for the student and parent. With the home and school working together for the welfare of the child, we can all achieve our goal – a responsible, well-adjusted, and educated young person.

### COMPULSORY ATTENDANCE POLICY

Students who are at least six years of age or who have been previously enrolled in first grade, and who have not yet reached their eighteenth birthday, shall attend school for the entire period the program is offered, unless exempted. Students enrolled in pre-kindergarten and kindergarten shall attend school. A person who voluntarily enrolls in school or voluntarily attends school after the person's eighteenth birthday shall attend school each day for the entire period the program of instruction is offered. Such a person is subject to the compulsory attendance laws and is liable for prosecution under Chapter 25.085 (f) of the Texas Education Code. The district may revoke such a person's enrollment if the person has more than five (5) unexcused absences in a semester. A person whose enrollment is revoked for exceeding this limit may be considered an unauthorized person on school grounds for the purpose of Education Code 37.107 regarding trespassing.

### REASON FOR ABSENCE

**A student absent from school shall provide a note that describes the reason for the absence.** If a parent calls the school to report an absence, the parent must still send a written excuse to the school explaining the absence. The note shall be signed by the student's parent or guardian. An absence must be justified in writing within 2 days of the student's return to school or it is unexcused. The student's campus will accept parent notes for a maximum of nine (9) days of absence during one school year, unless additional parent notes are approved by the principal. 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. Additional documentation may be required before an absence is excused.

### PERSONAL ILLNESS

When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has more than nine (9) total absences, excused and unexcused, the parent must submit a physician's or clinic's statement of illness. If a student has a chronic medical condition, the Campus Attendance Committee may require that a physician's or clinic's statement of illness be presented to explain and excuse the excessive absences.

### ATTENDANCE FOR CREDIT/DENIAL OF CREDIT OR RETENTION

In accordance with section 25.092 of the Texas Education Code, a student may not be given credit for a class if he or she has been in attendance less than 90 percent of the days the class is offered, unless the Campus Attendance Committee, appointed by the Principal, gives credit because there were extenuating circumstances for the absences. The Campus Attendance Committee may also require alternative ways for students to make up work or regain credit lost because of absences or excessive tardies. For the purpose of retention and/or denial of credit, a total of three (3) unexcused tardies in grades K-8 constitutes one (1) unexcused absence. In grades 9-12 every two (2) unexcused tardies constitutes one (1) unexcused absence.

### TRUANCY-PARENT LIABILITY

If any parent or person standing in parental relation to a child who is required to attend school fails to require the child to attend school, the attendance officer shall warn the parent in writing that attendance is

*Attendance Continued...*

immediately required. If, after this warning, a parent or person standing in parental relation fails to comply and if the child has unexcused voluntary absences for the amount of time specified under Family Code 51.03 (b)(2), the attendance officer shall file a complaint against him or her in the appropriate court, as permitted under Texas Education Code 25.093.

### TRUANCY WARNING NOTICE

This section serves as notice required by Chapter 25.095 of the Texas Education Code (TEC) to inform parents or guardians that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, that the student and the parent are liable for prosecution under sections 25.094 and 25.093 of the TEC, respectively. A tardy, of any length, counts as a part of a day. It is the parent or guardian's duty to monitor and require their student's attendance. If a parent or guardian has any questions about their student's attendance they should contact the appropriate campus administrator and request a conference. The district shall notify a student's parent or guardian if the student is absent on three days or parts of days within a four-week period. However, the fact that a parent or guardian did not receive a warning notice does not create a defense to prosecution under

section 25.093 or 25.094 of the TEC. Attending Saturday School or completing alternative assignments to retrieve class credit or avoid retention will not remove unexcused absences/tardies, nor does it mean that prosecution for violation of truancy statutes will be avoided.

### TARDY POLICY

A tardy, in the eyes of the court system, is counted as a partial-day absence. Students in grades Pre-K –12 can have truancy charges filed against them if they are tardy to school.

- ❖ Students in grades PreK–6 are tardy if they are not in class at 8:15 am.
- ❖ Afternoon PreK students are tardy at 12:50 pm.
- ❖ Students in grades 7-12 are tardy if they are not in class when the bell begins to ring.
- ❖ Students in grades 7-12 who are 15 minutes late to a class period will receive an unexcused absence for that class period.
- ❖ Students who are picked up before the end of the school day will receive an unexcused absence for the class time or classes missed, unless the absence is excused in accordance with the guidelines contained in REASON FOR ABSENCE (*page 5*).

## EXPECTATIONS

### EACH STUDENT IS EXPECTED TO:

- ❖ Demonstrate courtesy and respect for others.
- ❖ Behave in a responsible manner.
- ❖ Attend all classes regularly and on time.
- ❖ Prepare for each class, take appropriate materials/assignments to class.
- ❖ Follow the dress code, be well-groomed, and dress appropriately.
- ❖ Respect the rights and privileges of other students and of teachers and other district staff members.
- ❖ Respect the property of others, including district property and facilities.
- ❖ Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- ❖ Avoid violations of the Student Code of Conduct.
- ❖ Complete homework assignments and return them to the appropriate teacher.
- ❖ Strive to build meaningful relationships with their teachers.

### EACH PARENT IS EXPECTED TO:

- ❖ Provide for the physical and emotional needs of the child.
- ❖ Encourage and lead the child to develop proper study habits at home.
- ❖ Teach the child to pay attention and obey the rules.
- ❖ Be sure the child attends school regularly. Promptly report and explain absences and tardies to the school.
- ❖ Participate in meaningful parent-teacher conferences to discuss the child's progress and welfare.
- ❖ Be sure the child is appropriately dressed and meets dress code regulations.
- ❖ Keep informed of school policies and academic requirements.
- ❖ Discuss report cards and school assignments with their child.
- ❖ Bring to the attention of school personnel any learning problem or condition that may relate to the child's education.
- ❖ Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
- ❖ Cooperate with school administrators and teachers.
- ❖ Submit a signed statement that they understand the responsibilities outlined in the Code of Conduct.
- ❖ Arrange to have their children at school no earlier than thirty (30) minutes before the start of the first class.
- ❖ Arrange to have their children off campus at the end of the school day no later than thirty (30) minutes after the last class of the day.
- ❖ Strive to build meaningful relationships with their child's teachers.

## GENERAL DISCIPLINE

### JURISDICTION

School rules and the authority of the district to administer discipline apply whenever the student is involved on or off school grounds in conjunction with or independent of classes and school sponsored activities. The district has disciplinary authority over a student: (1) during the regular school day; (2) while the student is in transit to and from school on district transportation; (3) while the student is on school property or within 300 feet of school property; (4) while the student is participating in or in attendance at any activity/event during the school day or after school hours; (5) while on another district campus before, during, or after school; (6) for expulsion purposes, while a Duncanville student is on another district's campus and commits an expellable offense; (7) while the student is at the school district assigned bus stop and the bus driver is at that area; (8) when a school employee or volunteer is threatened with retaliation, regardless of time or location; (9) when criminal mischief is committed on school property or at a school-related event; (10) for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district; and (11) when the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

### BASIC DISCIPLINE GUIDELINES

When imposing consequences, district personnel shall adhere to the following general guidelines:

- (1) Discipline shall be administered when necessary to protect students, school employees or property, and maintain essential order and discipline.
- (2) Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. Factors to consider shall include: (a) seriousness of the offense; (b) student's age; (c) frequency of the misconduct; (d) student's intent; (e) student's attitude; and (f) potential effect of the misconduct on the school environment.
- (3) "Days" shall mean "school days," not "calendar days."
- (4) "Persistent" shall mean three or more Level I infractions.

### CAMPUS AND CLASSROOM RULES

The district may impose campus and/or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the campus student handbook or posted in the classroom. These rules may or may not constitute violations of the Student Code of Conduct. A student who violates campus or classroom rules that are not in the Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques.

### DISCIPLINE MANAGEMENT TECHNIQUES

The following discipline techniques (the list is not all-inclusive) may be used by the school and/or district staff in dealing with students who have made poor choices:

- |                               |                                   |                             |                              |
|-------------------------------|-----------------------------------|-----------------------------|------------------------------|
| ❖ Assigned school duties      | ❖ Detention                       | ❖ Parent/teacher conference | ❖ Student Assistance Team    |
| ❖ Behavior contracts          | ❖ Discretionary classroom removal | ❖ Peer Mediation            | ❖ Student/teacher conference |
| ❖ Behavior intervention plans | ❖ Expulsion                       | ❖ Physical restraint        | ❖ Summit placement           |
| ❖ Citation/fine               | ❖ Formal classroom removal        | ❖ Restitution               | ❖ Time-out                   |
| ❖ Confiscation of articles    | ❖ Juvenile Justice AEP            | ❖ Saturday school           | ❖ Verbal/written warning     |
| ❖ Corporal punishment         | ❖ Loss of privilege               | ❖ Seat changing             |                              |
| ❖ Counselor referral          | ❖ In-school Suspension (ISS)      | ❖ Shadowing                 |                              |

### CORPORAL PUNISHMENT

Corporal punishment shall be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to paddling the student and shall be administered only in accordance with the following guidelines: (1) the student shall be told the reason the corporal punishment is being used; (2) the corporal punishment shall be administered only by the principal or assistant principal; (3) the instrument to be used in administering the corporal punishment shall be approved by the principal; (4) corporal punishment shall be administered in the presence of one other district professional employee; and (5) corporal punishment will be administered only after the administrator in charge contacts the parent/guardian and has checked the acknowledgement page (*page 23*) from the Student Code of Conduct.

### FIGHTING / AGGRESSIVE BEHAVIOR / SELF DEFENSE

Fighting and/or any type of aggressive behavior will not be tolerated. All fights and aggressive behavior will be investigated and consequences shall be administered based upon the evidence received. A claim of self-defense may be entered but is limited. Self-defense is only an excuse when the student reasonably believes that the use of force is immediately necessary to protect himself because the other individual is causing him or attempting to cause him immediate bodily harm and there is no other means of escape from harm. A student's use of physical force will typically **not** be excused if: (1) the student had an opportunity to escape or otherwise avoid the confrontation or to inform school officials of another's threat to use force or use of force; (2) the student uses force in response to verbal threats and/or provocation alone; (3) the student provokes, invites, or encourages the use of physical force by another; (4) the force is being used against a teacher or administrator; (5) the student uses force after the other party abandons or attempts to abandon a fight or confrontation; or (6) the student uses any greater force than necessary to protect himself. Engaging in a fight in which both parties assault each other will be considered mutual assault and will result in discipline of both students.

### 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; and/or (4) remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, for the purpose of restoring order or to impose disciplinary measures.

General Discipline Continued...

### **DISCIPLINE OF SPECIAL EDUCATION STUDENTS UNDER INDIVIDUALS WITH DISABILITIES EDUCATION ACT (I.D.E.A. )**

Students with disabilities are disciplined in accordance with state and federal laws. Students who are eligible for special education services are entitled to special protections related to discipline. In addition, if the school had knowledge (defined by IDEA) that the student had a disability before the behavior that resulted in the disciplinary action, the student is entitled to the protections. Decisions about placement and programming of Special Education students are made by an Admission, Review and Dismissal (ARD) Committee and are subject to the parent’s rights to request a due process hearing. The ARD Committee decides whether or not a student is expected to follow the Student Code of Conduct. If the student is not expected to follow the Student Code of Conduct, only the consequences specified in the student’s individualized behavior intervention plan may be applied to the student.

### **DISCIPLINE OF STUDENTS UNDER SECTION 504 OF THE REHABILITATION ACT**

Under Section 504 of the Rehabilitation Act of 1973, students who have physical or mental impairment that substantially limits a major life activity, such as learning, may receive accommodations to ensure that they are not excluded from any program or activity solely because of their impairment. Students with disabilities served pursuant to Section 504 will be disciplined in accordance with state and federal laws.

### **INTERVENTIONS**

The district will offer numerous intervention programs in order to help students to change or manage their behavior problems.

- ❖ Anger Management
- ❖ Conflict Resolution
- ❖ Peer Mediation
- ❖ Behavioral Support Interventions
- ❖ Social Skills
- ❖ Coping Skills
- ❖ Student Assistance Team
- ❖ Behavior Intervention Plans

## **STUDENT REMOVALS**

### **DISCRETIONARY CLASSROOM REMOVAL (Informal)**

A teacher may send a student to the appropriate administrator’s office to maintain effective discipline in the classroom. The administrator shall respond by employing appropriate disciplinary management techniques, consistent with the Student Code of Conduct. These removals would be for disrupting the educational process. The administrator shall, no later than seventy-two hours after receipt of a report from a teacher, send a copy of the report to the student’s parent or guardian.

### **CLASSROOM REMOVAL (Formal)**

The formal removal of a student from class will result if the teacher has documented the student’s behavior 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. The principal or the principal’s designee must send a copy of the teacher’s documentation or the Student Code of Conduct violation to the student’s parent or guardian within seventy two hours of receiving it. If the violation results in a formal removal, the principal or the principal’s designee will schedule a conference within three school days with the principal or the principal’s designee, the student’s parent or guardian, the student, and the teacher. At the conference, the student is entitled to written or oral notice of the reason(s) for the removal, an explanation of the basis of the removal, and an opportunity to respond to the reason(s) for the removal. After the conference, whether or not each requested person is present after valid attempts to require the person’s attendance, the principal will notify the student and parent of the consequences of the Student Code of Conduct violation. When the student is removed from the regular classroom and a conference is pending, the principal may place the student in: (1) another appropriate classroom; (2) the ISS classroom; (3) suspension at home; or (4) the Summit Center. When the teacher has formally removed a student from the class, the principal may not return the student to the teacher’s class without the teacher’s consent unless the Placement Review Committee (PRC) determines that the teacher’s class is the best or only alternative available.

### **EMERGENCY REMOVAL**

A student who exhibits certain conditions or behaviors may be immediately removed from the regular classroom, campus or the Summit Center. Such conditions may include, but are not limited to: (1) being under the influence of drugs or alcohol, or being highly agitated; and/or (2) suffering from any condition that temporarily threatens the student’s welfare, the welfare of another individual, or the efficient operation of the school.

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

The in-school suspension (ISS) class is an on-campus placement designed to isolate students who have made poor behavioral choices. Placements can be made from one class period up to ten school days, per infraction. Students assigned to the class will not be allowed to participate or attend any extracurricular, school, or district-related activities while they are assigned to ISS.

### **SUSPENSION AT HOME**

From time to time, it is necessary to suspend a student from the campus due to certain negative behaviors. Students may be suspended for conduct that violates the Student Code of Conduct, whether or not such conduct requires placement in the Summit Center. If the administrator determines a suspension at home is the most appropriate alternative, no other disciplinary action need precede the suspension. The state allows a student to be suspended for up to three days per infraction, with no limit to the number of times a student may be suspended in a semester or a school year. During the term of suspension, the student is prohibited from participating in or being in attendance at any school or district-sponsored or related activity. Any student who is found on school property while on suspension may be ticketed for trespassing. Before suspending the student, the administrator shall conduct an informal hearing at which the student is advised of the conduct with which he/she is charged and the consequence associated with the charge, and is given the opportunity to explain his/her version of the incident. The administrator will make a good faith effort to contact the parent in the event their child is suspended. Students suspended at home are not allowed on any district property at any time for any reason.

*Student Removal Continued...*

## **THE SUMMIT CENTER (DAEP)**

The Summit Education Center is a disciplinary alternative education program (DAEP) for students who require off-campus placement as a consequence for their negative actions. Bus transportation is not provided for any student assigned to the Summit. Students assigned to the Summit are not allowed on any other district campus, or within 300 feet of another district campus, twenty-four hours a day. The parent and student must attend an in-take session before the student will be allowed to attend the program. In-take sessions are on Monday, Tuesday, and Thursday at 3:45 p.m. The home campus administrator will establish the in-take date for each student, following an informal hearing with the parent and student. Failure of the student to participate in the in-take session on the assigned date will result in the student being given an unexcused absence for that day and each subsequent day where enrollment has not occurred. Students assigned to the Summit who continue to violate the Student Code of Conduct and the rules of the Summit could be recommended for expulsion from the district. Those students who are expelled will be placed in the Dallas County Juvenile Justice Alternative Education Program for a period of not less than 90 school days. Students who withdraw from the district still owing time at the Summit must complete the remaining days of the assignment if they re-enroll in the district at a later date, even if the re-enrollment is in a different school year. These students are also not allowed on any district property at any time until this time is served. Students who withdraw from the district and serve their

time in another alternative school for another district are still not allowed on district property until all days initially assigned have been served. A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed into the district's DAEP. Students below the age of six (6) will not be assigned to the Summit. For seniors assigned to a DEAP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony or related graduation exercises.

## **DALLAS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)**

The Dallas County JJAEP was established to allow students expelled from local school districts to continue their education. The program is under the jurisdiction of the Juvenile Court System of Dallas County. Students are assigned for a period of not less than 90 school days and as long as one calendar year. Bus transportation is available for all students. Students assigned to the JJAEP are not allowed on any district property or at any district function for any reason at any time until the assigned days are completed in full. Students below the age of ten (10) shall not be expelled to the JJAEP. Students expelled from the Summit will attend JJAEP, unless the student is under age ten.

## **DUE PROCESS**

**Only assignments to the Summit or JJAEP may be appealed beyond the campus. All other applied disciplinary consequences rest with the campus principal. Only assignments to JJAEP may be appealed to the Board of Trustees. All Summit assignments may be appealed to a district committee of administrators who hear such complaints.**

### **DUE PROCESS-GENERAL PROCEDURES**

The student has the right to state his/her version of the incident, and the administration must tell the student what the actual infraction is and what consequence will be assigned to that infraction. All appeals of out-of-school suspension, ISS placement, any other campus-based consequence or Summit placement must be made within forty-eight hours of the parent receiving written notification about the infraction and consequence. General reasons for the appeal are: (1) belief that a policy or procedure was not followed in administering the consequence; and/or (2) belief that the consequence does not fit the infraction according to the Student Code of Conduct. Appeals must first be made at the campus level prior to requesting a district Hearing Committee review. Such appeals must be made in writing to the Director of Administrative Services, Duncanville Education Center, 502 E. Freeman, Duncanville, 75116, and must be written on a standard appeal form issued by the Office of Administrative Services; the office phone is 972-708-2066. The district Hearing Committee convenes every Thursday, unless there is a scheduling problem. To have an appeal on Thursday of the current week, the appeal must be in the Office of Administrative Services no later than noon on Wednesday of that week. If the parent desires to be represented by their legal counsel, the Office of Administrative Services must be notified at least three days before the scheduled hearing. If the reason for the appeal is directed toward school personnel, the parent may desire to resolve the issue through Board Policy FNG (LOCAL)-Student and Parent Complaint.

### **PLACEMENT IN IN-SCHOOL SUSPENSION OR SUSPENSION AT HOME**

Upon placement either in the ISS class or suspension at home, or any other campus based consequence, the parent may appeal the placement.

The first step in the appeal process is to the principal of the school if the assignment was made by the assistant principal. If the principal made the decision for the consequence, then the appeal stops with the principal. All appeals that deal with campus-based consequences stop at the principal level. The decision of the principal is final and shall not be appealed to a higher level. During the appeal process, the student must serve the days in question, whether it is in the ISS class or suspension at home. The student will not be allowed to return to his/her regular class during the process.

### **PLACEMENT IN THE SUMMIT CENTER**

Placement in the Summit Center for Periods Not to Exceed the Earlier of 60 days or the End of the Next Grading Period. Upon placement in the Summit Center, the parent may appeal the placement. The first step in the appeal process is to the principal of the school, if the assignment was made by the assistant principal. If the assignment was made by the principal, or if the principal has already heard the appeal of the parent, the next step in the process is to appeal the placement to the district Hearing Committee. The decision of the district Hearing Committee is final and shall not be appealed. If the student does not enroll at the Summit on the designated day, any days past the designated day and the enrollment date will be classified as "unexcused."

Placement in the Summit Center Beyond the End of the Next Grading Period or More Than 60 days. Upon placement in the Summit Center, the parent may appeal the placement. The first step in the process is to the principal if the assignment was made by the assistant principal. If the assignment was made by the principal, or if the principal has already heard the appeal of the parent, the next step in the process is to appeal the placement to the district Hearing Committee. The decision of the district

*Due Process Continued...*

Hearing Committee may be appealed to a designee of the Board of Trustees. This designee shall be the Assistant Superintendent for Elementary Operations if the student is in grades K-6, or the Assistant Superintendent for Secondary Operations if the student is in grades 7-12. The decision of the Board's designee is final and shall not be appealed.

### **EXPULSION FROM THE DISTRICT**

Upon receipt or creation of a discipline referral, the campus administrator may recommend a student for expulsion from the district. Upon receipt of the recommendation, the student shall be placed in the Summit or suspended on an emergency removal, pending a formal hearing by the district Hearing Committee. The formal hearing shall be held within seven days of the date of the offense, or deferred beyond seven days by mutual consent of both parties. The parent/guardian shall be invited, in writing, to the formal hearing. Date, time and place will be included in the notification. The parent/guardian shall be given written notice of the charge(s) against the student. The student shall have the right to adult and legal representation. The district must know within three days of the hearing if the student will be represented by legal counsel. If the district

makes a good faith effort to inform the parent/guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the parent, student, or representative attends. After the parent receives the decision of the Hearing Committee, the parent may request an appeal to the Board of Trustees. This appeal must be made to the Superintendent within ten days of receipt of the Hearing Committee's decision. Time, date, and place will be supplied by the Superintendent. The student must enroll in the Dallas County JJAEP pending Board appeal. If the decision for expulsion is upheld by the Board of Trustees, the decision of the Board may be appealed by trial de novo to a district court of Dallas County. The parent shall provide adequate supervision of the student during the period of expulsion. Students who are involved in the expulsion appeal process or who have been expelled from the district are not allowed on school property or at any school-related activity at any time, for any reason. The district will continue the expulsion of a newly-enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

## **DRUG POLICY**

### **DRUG ALCOHOL, ABUSABLE GLUE, AEROSOL PAINT, AND TOBACCO POLICY**

No student shall, during any school term and while on school premises or off school premises at a school sponsored activity, function, or event, sell, give, deliver, use, possess, or be under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol. In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess any abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in any manner. In addition to the statutory ban on the possession, use, or transmittal of controlled substances, dangerous drugs, and alcohol, the district prohibits the possession, use, or transmittal of paraphernalia related to any prohibited substance, and the possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.

### **DRUG ALCOHOL, ABUSABLE GLUE AND AEROSOL PAINT...DELIVERY AND/OR SALE OF ANY AMOUNT**

(FELONY OR MISDEMEANOR) All infractions will result in an expulsion and assignment to the Dallas County Juvenile Justice Alternative Education Program (JJAEP) for a period of not less than 90 school days. Students under the age of 10 will not be expelled to the JJAEP. Those students will be assigned to the Summit Center for a period of not less than 90 school days.

### **DRUG ALCOHOL, ABUSABLE GLUE, AEROSOL PAINT, & LOOK-ALIKE DRUGS...USE AND/OR POSSESSION (NON-FELONY AMOUNT)**

Students in grades 5-12 will be assigned to the Summit Center for a period of not less than 90 school days for the first infraction. Students in grades 2-4 who are at least six (6) years of age will be assigned to the Summit Center for a period of 30 days, with a second infraction warranting a 90-day placement. Students who are under the age of six (6) will not be assigned to the Summit Center. Those students will receive an appropriate disciplinary action. The second infraction involving a controlled substance at any time during the student's 5 - 12 grade years will result in an expulsion for at least 90 school days. All drug expulsions will be served in the Dallas County Juvenile Justice Alternative

Education Program (JJAEP). Students under the age of 10 with a second infraction will not be expelled to the JJAEP. Those students will be assigned to the Summit Center for a period of not less than 90 school days.

### **DRUG ALCOHOL, ABUSABLE GLUE AND AEROSOL PAINT...USE AND/OR POSSESSION (FELONY AMOUNT)**

All infractions will result in an expulsion and assignment to the Dallas County Juvenile Justice Alternative Education Program (JJAEP) for a period of not less than 90 school days. Students under the age of 10 will not be assigned to the JJAEP. Those students will be assigned to the Summit Center for a period of not less than 90 school days.

### **OVER-THE-COUNTER MEDICATION & PRESCRIPTION MEDICATION ABUSE**

The District also prohibits the misuse and abuse of over-the-counter medications that are consumed in quantities in excess of package directions, and prescription medicines that are consumed either without a prescription or not in accordance with prescription directions. The District also prohibits students from selling or distributing any prescription medications, and from selling or distributing over-the-counter medications in amounts which exceed package directions. Such medications include, but are not limited to, pain medication, dextromethorphan, diet pills, sleep aids, motion sickness medication, psychoactives, disassociatives, and other medications or plants with mind-altering or mood-altering properties. Students found in violation of this policy shall receive a discipline consequence, up to and including assignment to the Summit Education Center for a period of not less than 90 days.

### **TOBACCO PRODUCTS...USE AND/OR POSSESSION**

Students are prohibited from smoking, using, or possessing tobacco products at school, within 300 feet of school property, and/or at school-related activities on or off school property. Students found in violation of this policy shall receive a discipline consequence and a citation.

## SAFETY AND SECURITY

### POLICE QUESTIONING OF STUDENTS

The following guidelines shall apply when law enforcement authorities and Child Protective Services desire to question/interview a student at school or remove a student from the campus: (1) The school administrator shall verify and record the identity of the law enforcement authority and request an explanation of the need to question/interview the student or remove the student from the campus. The administrator shall make a reasonable effort to notify the student's parent/guardian or other person having lawful control of the student. (2) If the law enforcement authority raises what the administrator considers to be a valid objection to the notification, the parent/guardian or other person having lawful control of the student will not be notified. (3) The administrator may be present during the questioning/interview or the removal of the student. If the law enforcement authority raises what the administrator considers to be a valid objection to the administrator being present during the questioning, the interview will be conducted without the administrator. (4) These limitations do not apply to the School Resource Officers employed by the district.

### SEARCHES AND INTERROGATIONS

School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Consent obtained through threat of contacting the parents or the police is not considered to be voluntarily given. Searches will be conducted out of view of other students. A person of the same gender will conduct the search, with a witness present in the room at all times. Vehicles on school grounds are also subject to a search when reasonable cause is established or voluntary consent is given. Areas such as school lockers, locker rooms and athletic lockers, which are owned by the district and jointly controlled by the district and the student, may be searched. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that are prohibited by district policy. If a campus administrator feels that he/she may be in danger while conducting any search, whether searching a student, locker, or vehicle, the administrator may contact a School Resource Officer to conduct the search. Administrators have the right to question students regarding their conduct and the conduct of others. Walk-through metal detectors and hand-held detector wands will be used periodically to ensure building safety.

### USE OF TRAINED DOGS

In order to respond to the drug, alcohol, and contraband situations in schools and maintain a safe school environment conducive to education, the district shall use specially-trained dogs to detect drugs, alcohol, medication, and gunpowder on school property. Visits to the schools will be random and unannounced. The dogs shall be used to sniff the air in vacant rooms, other commons areas, and around student lockers and vehicles parked on school property. If the dog alerts to the air around a particular locker, vehicle, or article in a classroom, it shall be searched. If the dog alerts to a vehicle, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses the inspection, the parent shall be notified. If the parent does not allow the search, an officer or the handler may obtain and execute a search warrant, if necessary.

### STUDENT PICTURE / NAME BADGES

Secondary students (grades 7-12) will be required to have on their person and displayed in plain sight a current district-supplied picture/name badge while on school grounds, on a school bus, or while in attendance at a school-related activity. This process will help in keeping the campuses safe and secure. The district will supply the first badge for each student. Students must not alter or deface the badge in any manner. Students will be charged a replacement fee of \$5.00 for each badge that is lost, destroyed, altered, or defaced. Lost or broken lanyards shall be replaced by the student at a cost of \$1.00. All secondary students must present this identification badge for admission to all extracurricular activities.

**The Identification badge must be properly worn on a school-supplied lanyard around the neck on the front of the body while on school property. Students who do not wear or properly display the badge will be in violation of the Code of Conduct and will be issued a consequence. A current student ID badge must also be properly worn before a student will be allowed to enter the bus.**

### STUDENT BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

Students who attend any extracurricular activity are under the guidelines of the Student Code of Conduct. Students are in attendance to support the participants in the given activity and are not in attendance to be involved in any type of negative behavior. Students who are removed from the activity area will not be allowed entry into any extracurricular activity for a period of one year. All secondary students must present a valid student identification badge in order to gain admittance to any extracurricular activity.

The following will be strictly enforced: (1) no loitering (students are to be in transit to/from/in the line to the concession stand, in transit to/from the restroom, or in their seat); (2) no running at any time; (3) no standing on or at any guardrail; (4) no standing in the aisles; (5) no throwing of any articles; (6) no breaking in line at the concession stand; (7) students are not allowed to bring any food or drink into the activity area; (8) no air horns or loud noise makers will be allowed in the activity area; and (9) students are not allowed to bring a book bag, backpack, or other similar types of articles into the area.

## CONDUCT ON SCHOOL BUS

*Students in grades 7 – 12 must properly display a current Duncanville ISD student ID badge to enter a bus.*

The State Board of Education and the local Board of Trustees provide the opportunity for bus transportation for all students who live two miles or more from their assigned school. In order to provide safe and efficient transportation, we need the help and cooperation of parents and students.

**Students Shall:**

- ❖ Recognize the bus driver/monitor as the people responsible for the bus.
- ❖ Be seated at all times.
- ❖ Refrain from any activity that places the bus driver and/or students in danger.
- ❖ Properly display a current Duncanville ISD student ID badge to the driver. *(Students will not be allowed to enter the bus without properly displaying a current DISD student ID badge)*

**Students Shall NOT:**

- ❖ Harass or distract the driver.
- ❖ Change seats unless directed by the driver and/or monitor.
- ❖ Throw, pitch, or shoot any article out of the bus window.
- ❖ Write on, disfigure, or destroy any part of the bus.
- ❖ Handle or touch any safety equipment.
- ❖ Extend any body part, clothing, or object out of the bus window.
- ❖ Carry any weapon or explosive on the bus.
- ❖ Fight or scuffle on the bus.
- ❖ Strike matches or use/possess/sell or give tobacco, alcohol, or any controlled substance.
- ❖ Yell, scream, whistle, or play radios, cassettes, or CD players.
- ❖ Carry animals on the bus.
- ❖ Eat or drink on the bus or litter the bus with trash.
- ❖ Transport any musical instrument that cannot be held on their lap.
- ❖ Ride any bus except the bus they are assigned to.
- ❖ Exit or enter at a bus stop other than the designated and assigned bus stop that is closest to their house or school.

**Consequences**

	<u>Elementary and Intermediate Grades</u> PK-6	<u>Secondary Grades</u> 7-12
1 <sup>st</sup> Referral	A warning	A warning
2 <sup>nd</sup> Referral	3 day bus suspension	5 day bus suspension
3 <sup>rd</sup> Referral	5 to 15 day bus suspension	10 to 30 day bus suspension
4 <sup>th</sup> Referral	30 day bus suspension	Bus suspension for the remainder of the school year
5 <sup>th</sup> Referral	Bus suspension for the remainder of the school year	---

Consequences for disruptive behavior while on a bus or at a bus stop are listed in the Consequences Chart. These consequences are guidelines. Referral steps may be skipped to the more appropriate consequence if a violation warrants such action. Bus Safety Reports will be processed for all warnings and suspensions.

Suspensions from receiving transportation services can carry over to the next school year. Transportation is not provided for any student assigned to the Summit Center. The bus and the bus stop area are considered an extension of the regular classroom, and the area around the bus stop is considered school property. Any violation of the Student Code of Conduct while on a bus or near a bus stop will result in a disciplinary consequence.

**Reimbursement of damages to property** - riding privileges will not resume until payment and/or a payment agreement has been made.

**Severe Clause** – If a student’s conduct seriously jeopardizes the safety of the other students and/or the driver, or if the student engages in any illegal activity, bus suspension will be immediately placed into effect.

*It is important to remember that riding a school bus is a privilege, not a right.*

## STANDARDIZED DRESS

“Standardized Dress” is defined as dress that adheres to certain guidelines concerning tailoring and color options. These dress code standards apply to all district campuses and facilities, and to any locations off-campus where district students are receiving classroom instruction (e.g., official class field trips, internships, or other programs hosted outside the district).

The district maintains dress and grooming standards because it believes that students who dress and groom themselves in a manner con-

sidered acceptable and appropriate by the community will become more responsible citizens of the community. The district believes school is a place of business, and the dress and grooming of a student should reflect the serious intent of a workplace as well as promote a business-like atmosphere.

We believe that the business of school is student learning and that school dress and grooming standards should support that purpose and should also promote a safe, orderly learning environment free from disruption.

One worthwhile goal of a comprehensive education is learning that different situations require different modes of dress and behavior.

We believe student dress should be comfortable but not too casual. It should be free from disruption, easily enforced by teachers and administrators so as to not take away from instruction, and easily self-monitored so that students and parents can ensure that the standards are met prior to the student entering the school. The Standard of Dress Policy is a vital step toward better preparing students for the future.

### Intent of the Standard of Dress Policy

The intent of the Standardized Dress Policy is to explain verbally and visually what is considered appropriate attire. The language of the policy is reflected in the visual presentation of photographs viewable on the district website at [www.duncanvilleisd.org](http://www.duncanvilleisd.org), and for enforcement purposes will serve as a guide. The Standard of Dress Policy outlines what is considered acceptable and appropriate. If an item of clothing or style for wearing clothing is not outlined as acceptable attire, that item/style will be considered to be in violation of the policy and should not be worn.

*Please note there are two Standard of Dress Policies, one for grades PK-8 and one for grades 9-12.*

### Parent and Student Responsibility

Parents and students are responsible for ensuring that students are in compliance with all aspects of this Code when the student enters the school premises, and during the time the student is on school premises during regular school hours. Before making final clothing purchase decisions, parents and students are responsible for reviewing the Standard of Dress Policy in its entirety. The policy can be viewed in this publication and online at [www.duncanvilleisd.org](http://www.duncanvilleisd.org). Parents and students will be held accountable for all information listed in the policy. Items worn in violation of this Code may be taken up by a school official and returned to the parent in person at the campus.

### Principal is the Final Authority

The Board of Trustees delegates to the principal the authority to make final determinations as to whether clothing or grooming is or is not within this Code. The ruling of the building principal regarding compliance/non-compliance with this Standardized Dress & Grooming Code and corresponding consequences assigned for violation of this Code is final and may not be appealed to the Superintendent, his designee, or the Board.

### Grooming Code for All Grades

**Hair:** A clean, natural-looking, and neatly-groomed hairstyle is expected. Startling and unusual hairstyles are not permitted.

**Facial Hair:** Boys are expected to be clean-shaven, with the following exceptions: For boys, facial hair such as beards and goatees are not permitted. Mustaches are permitted, provided they do not extend beyond or below the edge of the lips and are neatly trimmed.

**Earrings:** Girls may wear appropriate earrings. Boys are not allowed to wear earrings and may not have any object in the ear or earlobe.

**Body Piercing and other items:** For boys and girls, visible body piercing of any type (other than appropriate earrings for girls), including face and tongue piercing, are not permitted on campus or at any school-sponsored activity. For boys and girls, teeth “grills” are not permitted.

### Exclusions

This Code does not prohibit principals from allowing extracurricular group uniforms to be worn on days stipulated by the principal, or during special celebrations which involve dress such as “crazy hat day”, “50’s day”, etc.

### Standard of Dress Violation Consequences for Grades 7-12:

1. Byrd, Kennemer, and Reed Middle Schools:
  - ❖ First violation: Correctable violations will be corrected and a warning issued. For non-correctable violations, student will be assigned to ISS for the remainder of the day.
  - ❖ Second violation: 2 days in ISS.
  - ❖ Third violation: 5 days in ISS/campus behavior unit.
  - ❖ Fourth violation: 1 day suspension at home.
  - ❖ Fifth violation or more: 1 day suspension at home and loss of school privileges.
2. Duncanville High School and PACE.
  - ❖ First day of school: Correctable violations will be corrected and a warning issued. For non-correctable violations, student will be assigned to ISS for the remainder of the day.
  - ❖ Second day of school through the last day of school:
    - ◆ First and second violation: 1 day at home suspension.
    - ◆ Third, fourth and fifth violation: 1 day suspension at home and loss of school privileges.
    - ◆ Sixth violation or more: 10-day Summit assignment. Each assignment after the sixth will result in Summit assignments in 10 day increments. Example: seventh violation will result in a 20-day Summit assignment.

## STANDARD OF DRESS REQUIREMENTS



### STANDARD OF DRESS REQUIREMENTS FOR GRADES PK- 8

#### **Tops:**

shirts, blouses, sweaters, light-weight jackets worn in the classroom

- ❖ Colors: solid navy, solid white, solid black, or solid gray.
- ❖ Shirts and blouses, including turtlenecks, must be collared, have sleeves, and be long enough to be tucked into bottoms.
- ❖ Tops must be fully tucked in and must be long enough to stay fully tucked in throughout the day.
- ❖ Lightweight outer wear such as sweaters, lightweight jackets, and open-in-the-front sweatshirts without hoods may be worn and do not have to be tucked in.
- ❖ Shirts/blouses under sweaters, light-weight jackets, and open-in-the-front sweatshirts without hoods must have collars and sleeves, and must be tucked in. Denim is not permitted.
- ❖ All tops are free of logos and designs.

**Shoes:** Wear soled and closed toe footwear at all times.

#### **Bottoms:**

pants, skirts, jumpers, and dresses.

- ❖ Colors: solid navy, solid black, solid gray or solid tan-khaki.
- ❖ Skirts, jumpers, and dresses must be hemmed at or below the bend of the knee.
- ❖ Must be worn at the natural waistline. Sagging is not permitted.
- ❖ Denim or jean material is not permitted.
- ❖ Shorts, Capri pants, and skorts are allowed in grades PK-4 only. Colors: Solid navy, solid black, solid gray, or solid tan-khaki.

**Belts:** Optional for grades PK-4 and required in grades 5-8 unless the pants are tailored to be worn without a belt.

- ❖ Belts must be canvas or leather-like dress style with a buckle.
- ❖ Buckles larger than a credit card are not allowed. Chains, wallet chains, etc. that are inappropriate are not allowed.

### STANDARD OF DRESS REQUIREMENTS FOR GRADES 9-12

A few minor changes have been made to the standardized dress code for students in grades 9 - 12 for the 2008-09 school year. The changes include the elimination of gray pants (bootoms), and the elimination of gray and black tops. Students in grades 9-12 will be permitted to wear solid navy and solid white hooded sweatshirts and sweaters in the classroom; however, hoods may not be worn over the head inside the building. These changes only affect grades 9-12.

#### **Tops:**

shirts, blouses, sweaters, lightweight jackets (tops)

- ❖ Tops (including undershirts that can be seen) are solid navy or solid white in color.
- ❖ Tops, including turtlenecks, are collared, have sleeves, and are long enough to be fully tucked into bottoms and remain tucked in throughout the day.
- ❖ Lightweight outerwear such as sweaters, lightweight jackets, and sweatshirts with or without hoods are solid navy or solid white. They may be worn over collared short or long sleeve shirts/tops that are fully tucked in.
- ❖ Tops worn under acceptable outerwear have collars and sleeves, and are fully tucked in. Denim is not permitted.
- ❖ All tops are free of logos and designs.

**Shoes** are soled with a closed toe.

#### **Bottoms:**

pants, skirts and dresses (bottoms)

- ❖ Bottoms are solid navy, solid black, or solid tan-khaki in color.
- ❖ Skirts, jumpers, and dresses are hemmed at or below the bend of the knee.
- ❖ Bottoms are worn at the natural waistline. Sagging is not permitted.
- ❖ Denim or jean material is not permitted.

**Belts** are required in grades 9-12 unless pants are tailored to be worn without a belt.

- ❖ Belts are canvas or leather-like dress style with a buckle.
- ❖ Buckles larger than a credit card are not allowed. Chains, wallet chains, etc. that are inappropriate are not allowed.

## MISCONDUCT INFRACTIONS AND CONSEQUENCES

### LEVEL I INFRACTIONS (ON OR WITHIN 300 FEET OF CAMPUS)

This list includes but is not limited to:

- ❖ Altering/destroying school records
- ❖ Bus conduct (A)
- ❖ Campus disruption
- ❖ Classroom disruption
- ❖ Campus insubordination
- ❖ Classroom insubordination
- ❖ Defacing school property; damaging textbooks < \$50
- ❖ Dress code (B)
- ❖ Drug paraphernalia-possession
- ❖ Fireworks-possession
- ❖ Identification badge infraction
- ❖ Gambling
- ❖ Inappropriate behavior
- ❖ Inappropriate display of affection
- ❖ Laser pointer possession
- ❖ Leaving school grounds
- ❖ Loitering
- ❖ Non-attendance/tardy/truant
- ❖ Obscene material possession
- ❖ Electronic device possession/use
- ❖ Profanity - not to an employee
- ❖ Prohibited articles possession
- ❖ Reckless conduct
- ❖ Theft < \$10
- ❖ Threat to a student
- ❖ Tobacco - First infraction (C)
- ❖ Trespassing-on other district campuses
- ❖ Walk-out/protest
- ❖ Vandalism of student's property <\$50

### LEVEL II INFRACTIONS (ON OR WITHIN 300 FEET OF CAMPUS)

- ❖ Altering/destroying school records
- ❖ Abusive language
- ❖ Assault-simple
- ❖ Bullying
- ❖ Calling 911
- ❖ Defacing school property >\$50
- ❖ Drug/alcohol-possession/influence-First infraction/look-alike drugs
- ❖ Extortion, coercion, blackmail
- ❖ Fire alarm-pulled/no evacuation
- ❖ Fireworks - ignition
- ❖ Felony - on or within 300 feet of campus
- ❖ Felony - not within 300 feet-but a danger
- ❖ Fighting \* (see right column)
- ❖ Gang activity
- ❖ Harassment of personnel
- ❖ Hazing
- ❖ Indecent exposure
- ❖ Inappropriate display of body parts
- ❖ Illegal access to technology - on or off campus
- ❖ Improper Photography or Visual Recording
- ❖ Knife possession (any bladed object)
- ❖ Look-alike weapon
- ❖ Major campus disruption
- ❖ Persistent campus misbehavior
- ❖ Persistent classroom misbehavior
- ❖ Profanity - to an employee
- ❖ Retaliation
- ❖ Serious campus misbehavior
- ❖ Serious classroom misbehavior
- ❖ Sexual harassment
- ❖ Tampering with an Automatic External Defibrillator
- ❖ Technology abuse/destruction/threat
- ❖ Technology - possession of materials to destruct

### LEVEL III INFRACTIONS (ON OR WITHIN 300 FEET OF CAMPUS)

This list includes but is not limited to:

- ❖ Aggravated assault
- ❖ Aggravated kidnapping
- ❖ Aggravated sexual assault
- ❖ Arson
- ❖ Assault of a district employee or volunteer, on or off school property
- ❖ Bomb threat/hoax
- ❖ Fire alarm pulled - building evacuated
- ❖ Criminal mischief –over \$1500.00
- ❖ Club-weapon possession
- ❖ Deadly conduct
- ❖ Firearm (1 calendar year expulsion)
- ❖ Hit List
- ❖ Indecency with a child
- ❖ Knife possession - illegal length or type
- ❖ Prohibited weapon possession (Penal code 46.05)
- ❖ Drug/alcohol infraction - use/influence/possession-felony
- ❖ Drug/alcohol - Second infraction for use/influence/possession
- ❖ Drug/alcohol infraction-sell/give/deliver - felony/misdemeanor
- ❖ Manslaughter
- ❖ Murder
- ❖ Retaliation - against a school employee
- ❖ Serious/persistent misbehavior at the Summit
- ❖ Sexual assault
- ❖ Criminally negligent homicide

### LEVEL I CONSEQUENCES

This list includes but is not limited to:

- ❖ Assigned school duties
- ❖ Behavior contract
- ❖ Citation/fine
- ❖ Student Assistance Team
- ❖ Confiscation of article
- ❖ Corporal punishment
- ❖ Discretionary classroom removal
- ❖ Detention
- ❖ Formal classroom removal
- ❖ ISS - up to 10 days
- ❖ Loss of privileges
- ❖ Parent/student/teacher conference
- ❖ Restitution
- ❖ Restricted dress code
- ❖ Saturday school
- ❖ Shadowing
- ❖ Suspension at home-up to 3 days
- ❖ Warning
- ❖ Emergency removal
- ❖ Any combination of Level 1 consequences
- ❖ Mediation
- ❖ (A) See Bus Conduct p. 12
- ❖ (B) See Dress Code p. 13
- ❖ (C) See Tobacco Policy p. 10

This list includes but is not limited to:

- ❖ Theft > \$10
- ❖ Threat to a student
- ❖ Threat to an employee
- ❖ Title 5 felony-off campus
- ❖ Tobacco - Second infraction-see Tobacco Policy
- ❖ Vandalism of student's property >\$50
- ❖ Violation of Behavior Intervention Plan
- ❖ Weapon-possession
- ❖ Continuation of Other District's AEP Placement
- ❖ Over-the-counter medication abuse/misuse
- ❖ Prescription medication abuse/misuse
- ❖ Mind-altering or mood-altering substance abuse
- ❖ Selling/distributing prescription medications
- ❖ Selling/distributing over-the-counter medications, amounts exceeding package directions

### LEVEL II CONSEQUENCES

This list includes but is not limited to:

- ❖ Summit placement:
  - (1) Elementary/Intermediate schools - 5 to 90 days or longer;
  - (2) Secondary schools - 20 to 90 days or longer
- ❖ Citation
- ❖ Restitution
- ❖ Emergency removal
- ❖ Any combination of the above listed Level II Consequences

**\* Any student involved in a fight who refuses to cease the fight when directed to cease by a staff member or administrator shall be subject to up to a 90-day placement at the Summit for the first offense, and up to 180 days for the second offense.**

### LEVEL III CONSEQUENCES

This list includes but is not limited to:

- ❖ Expulsion - 90 days or longer to the Dallas County Juvenile Justice Alternative Education Program
- ❖ Citation
- ❖ Restitution
- ❖ Any combination of the above listed Level III Consequences

**For a definition and explanation of "on or within 300 feet of campus" see the paragraph entitled Jurisdiction on page 7 of this booklet.**

## STUDENT SERVICES

### OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities. The designated person to contact at Duncanville ISD regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Director of Student Services, Robbie Stinnett, at 972-708-2060.

### PLEDGES OF ALLEGIANCE AND MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents must submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

### ELECTRONIC AND/OR COMMUNICATION DEVICES: CELL PHONES, RADIOS, CD PLAYERS, BLACKBERRYS, AND OTHER DEVICES & GAMES

The district prohibits students from using electronic and/or communication devices during the instructional day and lunch without the express permission of a school administrator. Electronic/communication devices include but are not limited to cell phones, pagers/beepers, radios, CD players, tape recorders, camcorders, DVD players, cameras, two-way radios, IPODs, MP3 players, handheld games, etc., or any other electronic device capable of recording/transmitting electronic signals. Students are allowed to use campus phones (located in offices or teacher classrooms) with prior approval at the discretion of a school administrator.

Elementary students (grades PK-6) are prohibited from possessing any electronic and/or communication devices on campus premises, unless prior permission has been obtained from a school administrator and the use is for the express purpose of instruction or other school-related func-

tions/projects. An elementary student violates this policy if he/she has in their possession an electronic and/or communication device without the express permission of a school administrator. Violations of this policy will result in the confiscation of the device. The device will only be returned to the student's parent after a parent conference and payment of a \$15.00 administrative fee (the fee applies to each violation). Please see the NOTE section at the bottom of this page for further detail.

Secondary students (grades 7-12) may possess electronic and/or communication devices; however, such devices, including accessories for such devices, may not be visible and shall remain off during the instructional school day and lunch. The instructional school day is defined as the time between the first bell and the last bell, and includes passing periods. Students are not permitted to use such items as cell phones, Blackberrys, pagers/beepers, radios, CD players, tape recorders, camcorders, DVD players, cameras, two-way radios, IPODs, MP3 players, handheld games, etc., or any other electronic device capable of transmitting electronic signals during the instructional time, unless prior permission has been obtained from a school administrator and the use is for the express purpose of instruction or other school-related functions/projects. A secondary student violates this policy if the electronic and/or communication device is either visible and/or turned on without the express permission of a school administrator during instructional time or lunch. Violations of this policy will result in the confiscation of the device. The device will only be returned to the student's parent after a parent conference and cash payment of a \$15.00 administrative fee (the fee applies to each violation).

No students are permitted to have cell phones or other electronic devices in their possession during TAKS testing sessions. Students who are found to be in possession of cell phones or other electronic devices during the TAKS testing sessions will be sent home for the remainder of the school day and their test will not be scored. In such a case, the student will not be eligible for the make-up test.

### PLEASE NOTE:

- ❖ The district expects that parents will promptly retrieve electronic and/or communication devices confiscated under this policy.
- ❖ The district is NOT responsible for theft, damage, or loss of such confiscated devices.
- ❖ Any devices not retrieved within ten (10) days from the last day of school will be disposed of by the district.

Refusal to surrender an electronic device to a school employee is considered insubordination. Such insubordination will be addressed according to the disciplinary consequences outlined in this policy and may, at the discretion of the campus administrator, result in a Level II Infraction.

Student Services Continued...

## ACCEPTABLE USE OF COMPUTERS, NETWORKS AND TELEPHONE SYSTEMS

### Individual User Responsibilities - Online Conduct

- ❖ 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, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- ❖ System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
- ❖ Communications may not be encrypted so as to avoid security review by system administrators.
- ❖ System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
- ❖ Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
- ❖ Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.
- ❖ System users must purge electronic mail in accordance with established retention guidelines.
- ❖ System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- ❖ System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
- ❖ System users may not send or post messages that are abusive, obscene,

pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

- ❖ As part of the district's Internet safety policy, students will exhibit appropriate online behavior, including interacting with other individuals on social networking websites or in other communications.
- ❖ Students will respect others and abide by accepted cyberethics and the laws concerning them.
- ❖ System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- ❖ System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- ❖ System users may not waste District resources related to the electronic communications system.
- ❖ System users may not gain unauthorized access to resources or information.
- ❖ System users shall report any security breach or inappropriate web sites not being filtered to the system administrator at [http://www.duncanvilleisd.org/site\\_requests](http://www.duncanvilleisd.org/site_requests).

### Termination / Revocation of System User Account

Termination of a student's access for violation of district policies or regulations will be effective on the date the principal or district coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice. The entire policy may be reviewed online at the district website under policy.

## HEALTH SERVICES

### GENERAL INFORMATION

A school nurse or clinic assistant is available to provide first aid for minor injuries and the sudden onset of illness. Schools are not permitted to dispense any medication unless it is provided by the parent in accordance with state law (see below). The following topicals are commonly used in the school clinic. Parents are asked to notify the school nurse if their child may react to one of the following items:

- |                     |                         |                        |                      |
|---------------------|-------------------------|------------------------|----------------------|
| •Aloe Vera          | •Contact Solution       | •Latex free band aids  | •Saline Eye Wash     |
| •Antibacterial Soap | •Deodorant              | •Mouthwash             | •ST37 Antiseptic     |
| •Baby Oil           | •Gauze dressing         | •Non-adhering bandages | •Vaseline            |
| •Caladryl           | •Hand/Body lotion/cream | •Oral gel (or generic) | •Vinyl gloves        |
| •Calamine lotion    | •Hydrogen Peroxide      | •Rubbing Alcohol       | •Visine (or generic) |

In the event of a natural or man-made disaster, it is strongly suggested that the school clinic be stocked with a three day supply of medication and/or medical equipment along with explicit written directions for its use for any student with a chronic medical condition.

### COMMUNICABLE DISEASES/CONDITIONS

Students should stay home and will be sent home for the following conditions:

- |                           |   |                                     |
|---------------------------|---|-------------------------------------|
| •Fever of 100° or greater | •Suspected or known contagious disease    | •Vomiting or diarrhea               |
| •Undetermined rash        | •Red eye with crusty or purulent drainage | •Persistent uncontrollable coughing |

Student should not return to school until they are free of fever (temperature of 100°F or greater), without the aid of fever reducing medication, for at least 24 hours. Student should not return to school until they are free of vomiting and/or diarrhea for at least 24 hours. To protect other students from contagious diseases, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a known communicable or contagious disease are asked to contact the school nurse or principal so that classmates who may have been exposed to the disease may be alerted if needed. The District will follow guidelines from the Texas Department of State Health Services and the Dallas County Health Department pertaining to communicable diseases.

## IMMUNIZATION

In accordance with the Texas Department of State Health Services, a student must be fully immunized against certain diseases or present a state issued notarized certificate that for reasons of conscientious objection the student will not be immunized or a medical exemption signed by a physician licensed to practice in the state of Texas. Proof of immunizations includes any of the following: personal record signed or stamped by a physician or health clinic or a school record listing dates of immunizations. For the latest immunization requirements visit [www.immunizetexas.org](http://www.immunizetexas.org).

## MEDICINE AT SCHOOL

Parents are encouraged to give medication to their children at home. If this is not possible, prescription and non-prescription medication can be administered at school by the school nurse or a school employee. The medication must be in its original container and be properly labeled. Written permission signed by the parent must accompany all medications along with explicit written instructions. Any prescription or non-prescription medication to be given more than 15 consecutive days or any medication considered a controlled substance should be accompanied by a written request by the physician. The first dose of any medication should always be given at home. Herbal supplements will not be given at school. Students should not have any medication, whether prescription or over-the-counter, in their possession at any time during the school day. Students may carry their inhaler or Epi-pen if the appropriate paperwork is on file in the school clinic which has been signed by their physician and parent. In accordance with the Nurse Practice Act, the school nurse may refuse to give any medication or dosage that may be considered not in the best interest of the student.

## HEALTH SCREENINGS

The school nurse will administer the following screenings in accordance with state law: (1) Vision screening-Grades Pre-K, K, 1, 3, 5, and 7 and all students new to the District; (2) Hearing screening-Grades Pre-K, K, 1, 3, 5, and 7 and all students new to the District; (3) Acanthosis Nigricans screening-grades 1, 3, 5, and 7; (4) Spinal screening- Grades 6 and 9 for males and grades 5 and 8 for females. In addition, the following screenings may be administered: (1) Height and weight screening on elementary school students; (2) Head lice screening on any student, at any school at any time during the school year at the discretion of the campus principal and/or the school nurse.

## STEROIDS

The use of steroids is prohibited by state law. Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law states that bodybuilding, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical reason. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

## BACTERIAL MENINGITIS

### What is bacterial 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?

Individuals 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 one (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 or tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### How serious is bacterial meningitis?

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 the

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, 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 (2) days. Immunity develops within seven (7) to ten (10) days after the vaccine is given and lasts for up to five (5) years.

### What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

## RECORDS ACT

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- ❖ The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents/eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make the arrangements for access and notify the parent/eligible student of the time and place where the records may be inspected.
- ❖ The right to request the amendment of the student's education records that the parent/eligible student believes are inaccurate or misleading. Parents/eligible students may ask the district to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/eligible student, the district will notify the parent/eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/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. "School officials" shall mean employees, Trustees, representatives, or agents of the district, of cooperatives of which the district is a member, or of facilities with which the district contracts for placement of students with disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the district, by cooperatives of which the district is a member, or by facilities with which the district contracts for placement of students with disabilities. School officials have a "legitimate educational interest" in a student's records when they are working with the student, considering disciplinary or academic actions for students, reviewing a student's case, considering an individual education plan ("IEP") for a student with disabilities, compiling statistical data, or investigating or evaluating programs. In addition, upon request, the district discloses education records, without the parent's consent, to officials of another school district in which the student seeks or intends to enroll.
- ❖ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA at: FERPA, Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. SW, Washington D.C. 20202-5920.

**STUDENT DIRECTORY INFORMATION** *is public unless parents make a request in writing.*

**Under the Family Educational Rights and Privacy Act (FERPA), certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information, unless the parent or guardian objects to the release of the directory information about the student. If you do not want Duncanville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) school days after you have been provided this notice.**

**DISD has designated the following information as directory information: the student's name, address, telephone number, email address, date and place of birth, photograph, dates of attendance, enrollment status, grade level, major field of study, honors and awards received, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.**

#### Special Notice to Parents:

Requesting that all student "directory information" be marked private may keep your child from being honored in the school yearbook, press releases, on the district website, or other district publication or communication. Because of this fact, many parents ask that the district only mark for privacy the child's address and telephone number. This prevents the unwanted solicitations and/or junk mail, but allows the school district to include the child's directory information in press releases, publications, and yearbooks, etc..

Parents who want their child to be included in the yearbook, in press releases announcing honors and awards, and other district publications, but want to avoid unwanted solicitations, should check the second box on the FERPA Parent Signature Form that allows information to be released for limited school-sponsored purposes only.

## What is Public? What is Not?

As stated above, federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students with certain rights. The information below is given to Duncanville ISD parents in an effort to communicate standard operating procedures and parental rights regarding the release of information. Most student information is confidential. Virtually all information pertaining to individual student performance, such as individual test scores, grades, discipline records, medical information, etc. is considered confidential and is NOT released to the general public without a parent’s written consent.

## Photographs

A parent’s request to withhold a child’s photograph must be made in writing annually to the child’s principal. A parent who does not want a photo of their child released for any reason, including yearbook, must check the first box on the FERPA Parent Signature Form. Please be advised that withholding a child’s photograph will mean that the child cannot be included in the school yearbook, on the district website, on the district cable access Channel 27, or any other district publication.

## Website and Channel 27 Photos

Duncanville ISD’s website policy allows the Communication & Public Relations Department, under the direction of the Superintendent, to use student photographs with names on the district web pages and on the district’s cable access channel 27 if parental consent has been given to release student directory information for district purposes or to any requestor. These pictorial web pages and TV images are used to honor students, celebrate successes, and chronicle events held at each school.

## Student Telephone Directories

Duncanville ISD does not publish a telephone directory of student addresses or telephone numbers. Parent Teacher Associations (PTA) at some campuses do produce such directories for distribution. In most cases, use is restricted to PTA members. Release of information for this type of publication is considered a third party request of student “directory information” and information will be released according to Duncanville ISD procedures.

## Video and Audio Recordings

State law allows videos to be taken of students for 1) academic/classroom purposes; 2) safety demonstrations; 3) extra-curricular participation; and 4) media coverage.

*A detailed explanation of FERPA may be reviewed online by visiting the following web page of the U.S. Department of Education:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.*

This document serves as official notice that Duncanville ISD’s Community Relations Department will be videotaping students throughout the school year in an effort to communicate the district mission, vision, and goals. This videotaping may occur during regular school operations in an effort to communicate district programs and feature teachers and students engaged in the learning process. This includes granting news media access to cover stories as the district deems appropriate.

This document also serves as official notice that throughout the year various classrooms incorporate video technology into the curriculum, and that video footage may be used to communicate the district’s focus on engaging students. Such videotaping may be used on the district’s cable access Channel 27, the district website, or other school district video productions. If, for any reason, you do not want your child to be videotaped for district communication purposes, please notify the campus principal in writing.

**REMEMBER...**restricting information is a parental right. Familiarizing yourself with Duncanville ISD’s policies and procedures may help prevent your child from being excluded in school-related publications, press releases, and yearbooks and programs designed to recognize and honor Duncanville students. Most parents do not want their children omitted from these special publications. Be careful to check the appropriate box on the parent signature form.

## DEFINITIONS

1. Abusive Language – Any language used to attack the social, religious, racial, or ethnic well-being of a person.
2. Arson – The willful burning or attempt to maliciously burn a structure.
3. Aggravated assault - Causing serious bodily injury to another or using or exhibiting a deadly weapon during the commission of an assault.
4. Assault, with bodily injury – Intentionally, knowingly, or recklessly causing bodily injury to another.
5. Assault, simple – Intentionally, recklessly, or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
6. Blackmail – Obtaining money or other objects of value from an unwilling person or forcing the person to act through the use of force or threat of force.
7. Bladed Object – Any sharp object used to cut, stab, or injure that includes, but is not limited to, razor blades, box cutters, throwing stars, knives, etc.
8. Bodily Injury – Physical pain, illness, or any impairment of physical condition.
9. Bomb Threat/Hoax – An expression of intention to use an explosive device to hurt, destroy, intimidate, or act in retaliation.
10. Bullying – Written or oral expression or physical conduct that a campus administrator determines: (1) to have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or (2) to be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.
11. Class Disruption – Any activity which violates the rules of a particular classroom and interferes with the teacher’s opportunity to present material or the other students’ opportunity to concentrate on the material or their assignment. Any action that disrupts the educational process.
12. Club – Any instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a

*Definitions Continued...*

- person with the instrument. See Penal Code 46.01 (1)
13. Coercion – Forcing another person to act or think in a given way by pressure, threats, or intimidation.
  14. Contraband – Property whose possession is prohibited by law, district policy, or campus policy.
  15. Criminal Mischief – Without the effective consent of the owner, intentionally or knowingly damaging or destroying the tangible property of the owner; intentionally or knowingly tampering with the tangible property of the owner and causing a pecuniary loss or substantial inconvenience to the owner; or intentionally or knowingly making markings, including inscriptions, slogans, drawings, or painting on the tangible property of the owner. Any loss in excess of \$1,500.00 is considered a felony.
  16. Dagger – Any short, pointed, fixed-blade weapon with sharp edges.
  17. Days – Unless otherwise noted, “days” shall mean school days.
  18. Defacing School Property – Destroying or damaging school property, including school buses, either during school hours, out of school hours, or during vacation times.
  19. Detention – The time of day a student is detained during the school day or after school by a teacher or administrator.
  20. Due Process – The hearing process that may include prior notice of the charges and proposed sanctions, right to an adult representative or legal counsel, opportunity to testify and present evidence and witnesses, and opportunity to examine evidence.
  21. Emergency Removal – The removal of a student from regular classes or from district premises for non-disciplinary, health, safety, or welfare reasons.
  22. Expulsion – The deprivation of educational services from the district.
  23. Extortion – The act or instance of obtaining money or other object(s) of value by coercive means, such as threats or intimidation.
  24. False Fire Alarm – Knowingly making or aiding in the making of sounding a fire alarm when the alarm is not needed or there is no fire.
  25. Fighting – Mutual combat that results in physical contact and/or bodily injury. Mutual aggression.
  26. Firearm – Any device designed, made, or adapted to expel a specific projectile through a barrel by using the energy generated by an explosion or burning substance, or any device readily convertible to that use.
  27. Forgery – Imitating an original piece of writing with the intent to deceive.
  28. Gambling – Betting money or any other item of value on the outcome of an event, game, or contest.
  29. Gang – Two or more persons who have a common identifying sign, symbol, or identifiable leadership and/or are involved in any activity or behaviors that are illegal or in violation of the Code of Conduct.
  30. Gang Activity – (1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang; (2) Committing any act or using any speech, either verbal or non-verbal, such as gestures, handshakes, and the like, that indicate membership or affiliation in a gang; (3) Promoting interest in any gang or gang activity, including, but not limited to: (a) soliciting others for membership; (b) requesting any person to pay protection, or otherwise intimidating or threatening any other person; (c) committing any other illegal act or violation of district policies.
  31. Graffiti – Making marks with an indelible marker or aerosol paint or other marking implement on tangible property of the owner without the effective consent of the owner.
  32. Harassment – (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 student, 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.
  33. Hazing – Willful actions by a student(s) to other student(s) for the purpose of subjecting the other student(s) to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.
  34. Hit List – A list of people targeted to be harmed.
  35. Home-Based Instruction – An unsupervised educational setting in which the student is provided assignments to complete at home. This program is only used when students are in the expulsion process.
  36. Illegal Knife – A knife with a blade of over five and one half inches; a hand instrument designed to cut or stab another by being thrown; a dagger, including but not limited to a dirk, stiletto, or poniard; Bowie knife; sword or spear. See Penal Code 46.01 (6)
  37. Immoral Conduct – Lewd, lascivious, or indecent acts including indecent sexual propositions, indecent exposure, or obscene gestures.
  38. Inappropriate Behavior – Any act(s) which, in the judgment of the campus administration, disrupts the class or campus. Anything that disrupts the educational process.
  39. Inappropriate Display of Affection – Any act of affection (kissing, hugging, etc.) between students that the campus administration deems inappropriate during school hours, while on school property or while attending a school related activity.
  40. Inappropriate Display of Body Parts – Any act of wearing clothes that would make certain body parts (buttocks, breast, etc.) visible.
  41. Insubordination – Persisting in acts of disobedience; defying the authority of school personnel; unprovoked display of disrespect towards school personnel.
  42. Knuckles – Any instrument that consists of finger rings or guards made of a hard substance designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the fist closed in the knuckles.
  43. Loitering – Linger about the school premises or district property, in general, in an aimless fashion.
  44. Major Campus Disruption – Any negative activity that disrupts the educational process for a large number of the student population.
  45. Misbehavior – Behavior which is contrary to expectations stated in the Code of Conduct or behavior which prevents the teacher from completing the educational process.
  46. Obscene Material – Material which is offensive to the acceptable standards of the majority of the community.
  47. Offensive Language/Profanity – Using language which is outside the standards of acceptable language of the majority of the persons in the community.
  48. Out-Of-School Suspension – Removal of a student from school for a period not to exceed three days for each violation of the Code of Conduct.
  49. Paraphernalia – Any device(s) that can be used to inhale, inject, ingest, or otherwise introduce a controlled substance into the body.
  50. Persistent Misbehavior – Misbehavior that, on at least three occasions, violates specific, published standards of student conduct; may be the same

*Definitions Continued...*

- or different types of misconduct.
51. Possession – To have on the student’s person or in the student’s personal property including, but not limited to, the student’s clothing, purse or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities including, but not limited to, an automobile, truck, motorcycle, or bicycle; or any other school property used by the student including, but not limited to, a locker or desk. Possession can be at any time during the school day or while on school property. The student does not have to be caught with the prohibited article to be in possession. If the student had the article at any time during the day and made no attempt to immediately turn it in to a school employee, they are deemed in possession.
  52. Profanity Directed at an Employee – Any profanity, obscene gesture, or vulgar language directed toward, about, or used within an incident involving a student and an employee. This also includes any profanity or vulgar language written about an employee.
  53. Prohibited Items – Any object that can be used to disrupt the educational process. This list would include, but is not limited to, any type of music device, toys, stuffed animals, novelty items, phones, beepers, etc.
  54. Prohibited Weapons – Includes, but is not limited to, a club, explosive weapon, firearm, illegal knife, knuckles, machine gun, short barrel firearm, handgun, firearm silencer, switchblade knife, armor piercing ammunition, hoax bomb, chemical dispensing device, and/or zip gun as stated in Penal Code 46.01
  55. Protest – To make an objection in words or acts.
  56. Racial Slurs – Any statement that degrades or demeans any person’s racial, ethnic, cultural, or natural origins.
  57. Reckless Conduct – Behavior which, in the judgment of the school administrator, places the student and/or other students and/or district employees at risk of injury.
  58. Restitution – Making good or restoring objects that have been lost or damaged, returning to the former condition.
  59. Retaliation – Intentionally or knowingly harming or threatening to harm another by an unlawful act based upon revenge.
  60. School Property – Any property owned by the school district or over which the school district or its personnel exert lawful authority, including property visited by students in connection with a school sponsored activity, such as a field trip or extracurricular activity.
  61. Secret Societies – An organization composed of students of public schools below the rank of college which seeks to gain membership by allowing its members to choose those they deem acceptable, rather than upon free choice of any student in the school.
  62. Self-defense – The privilege of self-defense is limited. Self-defense is only an excuse when the student reasonably believes that the use of force is immediately necessary to protect him/herself because the other individual is causing or attempting to cause him/her bodily harm and there is no other means of escape. A student’s use of physical force will typically not be excused if (1) the student had the opportunity to escape or otherwise avoid the confrontation or to inform school officials of another’s threat to use force or use of force; (2) the student uses force in response to verbal threats and/or provocation alone; (3) the student provokes, invites, or encourages the use of physical force by another; (4) the force is being used against a teacher or administrator; (5) the student uses force after the other party abandons or attempts to abandon a fight or confrontation; (6) the student uses a greater force than necessary to protect him/herself. Engaging in a fight in which both parties assault each other will be considered mutual assault and will result in the discipline of both students.
  63. Sexual Harassment – Includes unwanted and unwelcome verbal or physical contact of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.
  64. Stealing – Taking and carrying away the personal property of another without the consent of the owner.
  65. Stiletto – A small dagger with a slender tempered blade.
  66. Terroristic Threat – A threat of violence to any person or property with intent to: (1) Cause a reaction of any type 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, or place to which the public has access, including 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).
  67. Theft – The unauthorized possession and/or sale of the property of another without the consent of the owner.
  68. Threat - The expression of intent to inflict bodily injury upon another person or to create a reasonable belief that bodily injury will occur.
  69. Time-Out – A period of time that a student’s school activities are modified and/or limited. It can take place in the classroom, playground or specified place in the building.
  70. Title 5 Offenses – Felony offenses against a person that include: (1) Murder, capital murder, manslaughter, or criminally negligent homicide; (2) Kidnapping, aggravated kidnapping; (3) Indecency with a child, abandoning or endangering a child; (4) Felony assault, sexual assault, aggravated assault, aggravated sexual assault; (5) Injury to a child, injury to an elderly individual, injury to a disabled individual; (6) Deadly conduct, terroristic threat; (7) Aiding suicide, tampering with a consumer product.
  71. Trespassing – Entering the school property without permission or right.
  72. Truancy – Staying away from school without permission of a parent or guardian or in violation of the state’s attendance law. (See Compulsory Att. Policy, page 5)
  73. Under the Influence – Lacking the normal use of mental or physical faculties. Impairment of a person’s physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug or alcohol use. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.
  74. Use – The student has voluntarily introduced into his body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, speech, or breath.
  75. Unexcused Absence - Any excuse for an absence that is not acceptable to the campus administrator. (See Reason for Absence, page 5)
  76. Vandalism – Willful action which results in destruction, damage, or defacement of property belonging to or rented by the district.
  77. Weapons – Instruments used to cause bodily harm that include, but are not limited to, stun guns, throwing stars, razor blades, chains, box cutters, knives, etc.

# Duncanville Independent School District FERPA Form

## Parent Signature Page for FERPA, Acceptable Use Policy, and Code of Conduct

*Please sign and return this form to your child's school. Print information and check the appropriate boxes.*

Parent Signature	Printed Parent Name	Date
Student Signature	Printed Student Name	
Campus (School)	Student Grade Level	Student ID #

**DISCIPLINE:** (Board Policy FNC) I am aware of the infractions and consequences for misbehavior outlined in the Student Code of Conduct. I have received, read or had read to me the student rights, responsibilities, and rules of this booklet, including the Acceptable Use Policy, and will abide by these regulations, as indicated by my signature above. Failure to return this signed document does not constitute a reason for defense in any due process proceeding.

**CORPORAL PUNISHMENT:** In accordance with Board Policy FOB (LOCAL), a parent may request that corporal punishment NOT be administered to his/her child. Please check the appropriate box:

- Do Not use corporal punishment on my child
  You may use corporal punishment on my child

**STUDENT DIRECTORY INFORMATION-LEGISLATIVE UPDATE [Sec. 26.013]** Family Educational Rights and Privacy Act (FERPA) - Duncanville ISD provides to the parent of each district student, at the beginning of each school year or on the enrollment date, in the Student Code of Conduct the following information: 1) a written explanation of the provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec. 1232g), regarding the release of directory information about the student and 2) written notice of the right of the parent to object to the release of directory information about the student under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Sec. 1232g).

**NOTICE:** According to state and federal law, certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information, unless the parent or guardian objects to the release of the directory information about the student. If you do not want Duncanville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) days. We encourage parents to use this form for the written consent notification. Duncanville ISD has designated the following information as directory information: 1) the student's name, address, telephone number, and date and place of birth; 2) photograph, participation in officially recognized activities and sports, and weight and height of athletic team members; 3) dates of attendance, enrollment status, grade level, enrollment status, major field of study, honors and awards received, most recent educational institution attended; 4) the student's email address.

**Before you complete this FERPA consent form, please read "What's Public? What's Not?" in the Student Code of Conduct.**

A parent is allowed to record their objection to the release of **all directory information or one or more specific categories of directory information.**

- Duncanville ISD **does have** my permission to release directory information **to any requestor** in accordance with the FERPA guidelines.  
Example: If you check this box, your student's directory information will be released to anyone who requests the information.
- Duncanville ISD does have my permission to release directory information **for limited school-sponsored purposes only** (Yearbook, newsletters, district website, Channel 27, awards, honors, honor roll list, athletic programs, local newspaper, etc.). Example: If you check this box, your student's directory information will be released for positive publicity in district publications, the district website, and press releases, but will not be released to third party requestors such as for PTA directories or other non-district requestors.
- Duncanville ISD **does not** have my permission to release directory information **for any purpose** including positive publicity in district publications and/or third party requests. Example: If you check this box, your student's name would not appear in district newsletters, local newspaper, the yearbook, PTA directories, etc. for any accomplishment or other reason.

**High School Students Only - Additional FERPA Requirement**

Federal law requires districts that receive assistance under the Elementary & Secondary Act of 1965 (20 U.S. C. §6301, et seq) to provide a military recruiter or an institution of higher education, upon request, the name, address, and telephone number of secondary students enrolled in the District, unless the parent has advised the District that he/she does not want the student's information disclosed.

- I object to the release** of directory information with the name, address, and telephone number of my secondary student to a military recruiter or institution of higher education. (If you do not object, do not mark.)