

EAST TEXAS CHARTER SCHOOL  
STUDENT HANDBOOK  
2019-2020

WELCOME TO YOUR SCHOOL!

School Contact Information

2402 Alpine Road

Longview, Texas 75601

903 / 753 – 9400 (P)

903 / 753 – 0285 (F)

[www.etchs.net](http://www.etchs.net)

East Texas Charter School

Making a difference in the lives of East Texas students since 1999

Parents are our partners

Teachers are teachers because they care about kids

Making a difference ONE student at a time!

## TABLE OF CONTENTS

Preface .....	4
Non Discrimination .....	4
Parent Involvement .....	5
Medicine at School .....	6
Progress Reports & Conferences .....	7
Student or Parent Complaints & Concerns .....	7
Student Records .....	7
Testing        State Assessment .....	8
College Requirements .....	8
Release of Students from School .....	8
Late Arrival to School .....	9
Withdrawal from School .....	9
Career and Technology Programs .....	9
Class Rank / Top Ten Percent .....	9
Scholarships and Grants .....	9
Class Schedules .....	9
Service to the Community .....	9
Computer Resources .....	10
Correspondence Courses .....	10
Academic Counseling .....	10
Credit by Exam .....	10
Dual Credit Courses .....	11
Grade Classification .....	11
Graduation Requirements .....	11
Graduation Programs .....	11
Academic Integrity .....	11
Special Programs .....	12
Students with Disabilities .....	12
Graduation Activities .....	12
Homework Policy .....	12
Textbooks .....	12
Attendance .....	13
Compulsory Attendance .....	13
Attendance for Credit .....	13
Drivers License VOE .....	14

Student Conduct .....	14
School Conduct Enforcement Boundaries .....	14
Disruptions .....	15
Electronic Devices .....	15
Harassment .....	15
Sexual Harassment .....	16
Dating Violence .....	16
Bullying/Cyber-Bullying .....	16
Law Enforcement Agencies	
Questioning of Students .....	17
Students Taken into Custody .....	17
Notification of Law Violations .....	18
Distribution of School Materials .....	18
Distribution of Nonschool Materials .....	18
Dress and Grooming .....	18
Student Fees .....	19
Immunizations .....	20
Communicable Diseases .....	20
Phone Use by Students .....	22
Health Screenings .....	22
Prayer .....	22
Accident Prevention .....	22
Accident Insurance .....	23
Safety Drills .....	23
Emergency Medical Treatment .....	23
Food & Drinks .....	23
Pest Control Notifications .....	23
Vandalism .....	23
Searches .....	23
Searches of Vehicles .....	24
Contraband .....	24
Student Parking .....	24
Visitors to School .....	24
Student Code of Conduct .....	25
Acceptable Use Policy .....	32
Acknowledgement Letter .....	33

## PREFACE

### To Students and Parents:

Welcome to school year 2019–2020! Teachers and other school staff members want this year to be an especially good one for each student. For this to happen, we all have to work together: students, parents, and teachers. This student handbook is designed to help. Our student handbook contains information that both students and parents are likely to need during the school year.

We have attempted to make the language as straightforward as possible, however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Students and parents also need to be familiar with the Student Code of Conduct. This document is required by state law and intended to promote school safety and an atmosphere conducive to learning.

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

In case of conflict between Board policy and the Student Code of Conduct, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the school at your convenience. Please complete and return the acknowledgment form, so that we have record of your acceptance of our rules and regulations.

## **NON DISCRIMINATION**

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

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

- Title IX Coordinator, for concerns regarding sex discrimination is the Superintendent.
- Section 504 Coordinator, for concerns regarding disability discrimination is the Superintendent.

## PARENT INVOLVEMENT

A child's education is benefited by strong partnership and communication between home and school. Your involvement in this partnership may include:

- Encouraging your child to place a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. A teacher will return your call or meet with you at a mutually convenient time.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

- Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.
- Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - ✓ When it is to be used for school safety;

- ✓ When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- ✓ When it relates to media coverage of the school.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, contact the Superintendent.
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

## **MEDICINE AT SCHOOL**

District employees are not authorized to give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements unless:

- Parental permission is granted in the form of written documentation accompanied by prescribed medicine labeled in its original container with the student's name on the label.
  - If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container. This must be taken to and dispensed by office personnel. Students are NOT allowed to have medication of any type (prescription or non-prescription) in their possession.
  - If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.
- In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:
  - The District has obtained from its medical advisor, licensed to practice medicine in Texas, (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
  - The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

## **PROGRESSION REPORTS AND CONFERENCES**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Written reports of your child's grades or performance and absences in each class or subject are issued to you at your request. Unsatisfactory reports must be signed by the parent and returned to the teacher within 7 days.

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

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy. In general, the student or parent should first discuss the complaint with the classroom teacher. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **STUDENT RECORDS**

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

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

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

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record.

## **STATE ASSESSMENT – End-Of-Course Exams (STAAR)**

English 1, Algebra 1, Biology, English 2, US History

## **COLLEGE REQUIREMENTS**

Most 4 year colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Junior colleges, trade schools, etc. require the TSI test for admissions. ETCS students taking these exams before graduation are reimbursed for the cost of the test if they meet certain score requirements. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor’s appointments should be scheduled at times when the student will not miss instructional time.

A student will not be released from school at times other than at the end of the school day except with permission from the principal and according to the campus sign-out procedures.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

## **LATE ARRIVAL TO SCHOOL**

Students will receive 2 excused tardies each six weeks. Students are expected to be at school on time every school day. Upon receiving their 3<sup>rd</sup> & 4<sup>th</sup> tardies, a student will be expected to perform school service before or after their scheduled school day. Students tardy to school 5 times in a six weeks period may be withdrawn from school.

## **WITHDRAWAL FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **CAREER AND TECHNOLOGY PROGRAMS**

The District offers career and technology programs to help students learn a marketable skill.

Steps will be taken to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career & technology programs.

## **CLASS RANK / TOP TEN PERCENT**

For two school years following their graduation, District graduates ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. The final official ranking of all students who graduated throughout the school year is completed during the month of May each year. All academic high school grades are used to calculate GPA. These GPA's are sorted and the top 10% is determined.

## **SCHOLARSHIPS AND GRANTS**

Students who have financial need according to federal criteria may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

## **CLASS SCHEDULES**

Every student is scheduled in classes based on credits needed for graduation. Freshmen and sophomores are scheduled in 7 classes, while juniors and seniors may have only 5 or 6 classes. Students behind in credits may be scheduled in up to 8 class periods. Students may take extra classes toward early graduation based upon available class space.

## **SERVICE TO YOUR COMMUNITY**

Our GIVE (Get Involved in Volunteer Experiences) program is designed to instill a desire within our students to help others in their community. Students will participate in several volunteer programs including: nursing homes visits, blood drives, food pantries, etc.

## **COMPUTER RESOURCES**

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

Students and their parents should be aware that electronic communications using District provided computers or Internet access are not private and may be monitored by District staff.

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses through a university approved by the Superintendent for credit toward high school graduation. A maximum of 2 credits may be earned through correspondence courses.

## **ACADEMIC COUNSELING**

Students and their parents are encouraged to talk with a teacher or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **CREDIT BY EXAM—Previous instruction**

A student may be eligible for a CBE if the student has received prior instruction in a course but did not receive credit. Student eligibility for the exam is determined at the time of course enrollment. If eligible, the student must complete the exam within the first week of course enrollment. The CBE is based upon the Texas Essential Knowledge and Skills for each course. A student must show at least 75% proficiency on the exam to receive credit. No retakes.

### **CREDIT BY EXAM—No prior instruction**

A student who has shown aptitude in a particular subject area may be allowed to earn course credit without receiving prior instruction for that course. A student must show at least 80% proficiency on the exam to receive credit. A maximum of 2 credits may be earned in this manner. No retakes.

## DUAL CREDIT COURSES / COLLEGE COURSES

Some high school (senior level) classes can be taken on the college campus. These classes must be approved in advance. If approved, they will generate high school credit as well as college credit. Courses most popular for dual credits are: English 1301 & 1302 (English 4), Economics, Government, College Algebra, and Chemistry.

## GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	Sophomore
13	Junior
19	Senior

## GRADUATION REQUIREMENTS

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass all statewide exams as in place when the student enters high school. The mastery of this testing is required for graduation. See State Assessment for more information.

All course credits and testing requirements must be satisfied before a student may participate in a graduation ceremony.

## GRADUATION PROGRAM

The District offers the following graduation program.

	<u>Number of State Credits</u>
Foundation (HSP) with Multi-Disciplinary Endorsement	26

- All students are required to enroll in the Foundation High School Program. These students will be required to earn 4 credits each in English, Math, Science, and Social Studies, ½ speech, 2 other language, 1 fine arts, 1 PE, 5 ½ electives. (Electives include technology and vocational courses)

## ACADEMIC INTEGRITY

All students are expected to do their own work. The instructional environment offered at ETCS demands honesty when dealing with individual student work. Integrity is defined as the uprightness of character and honesty. Academic integrity means – every student is expected to do course work to the best of their individual abilities.

Students are at risk of immediate dismissal if they are found guilty of: plagiarism, copying another student's work, cheating, possession of another student's work, not working to their full potential.

## **SPECIAL PROGRAMS**

The District provides special programs for bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The Superintendent or coordinator of each program can answer questions about eligibility requirements for each program.

## **STUDENTS WITH DISABILITIES**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

## **GRADUATION ACTIVITIES**

- Graduations will be held as scheduled on the school calendar for students who have completed all graduation requirements.
- Students must apply for graduation during the six weeks in which they expect to graduate. A graduation fee of \$50 must be paid prior to graduation. This fee will include the cost of diploma, cap & gown, and graduation tassel. These items become the property of the graduate at the time of graduation.
- Students are expected to remain in attendance until their graduation. During this time, they will be assisting teachers, principal, superintendent, etc., as part of the community service requirement. Special exceptions may be made for student with attendance rates above 95%.
- Graduates are role models and inspirations for younger students. As such, their participation in the graduation ceremony is considered to be a mandatory community service requirement.

## **HOMEWORK POLICY**

Homework is assigned at the discretion of the teacher. Students are expected to complete all homework as required for course completion. Satisfactory completion of homework is required to earn passing grades, perform well on tests and remain in good school standing. Parent contact will be made if a student fails to turn in quality homework.

## **TEXTBOOKS**

Responsibility for lost textbooks and damage to the books lies with the student. The student must pay for lost or damaged books before credit will be awarded for a completed course. School records may also be held until damages are recovered. No textbooks are to be removed from a classroom without prior teacher approval.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

## **COMPULSARY ATTENDANCE**

The state compulsory attendance law requires that:

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent three or more days or parts of days within a four-week period.

## **ATTENDANCE REQUIREMENTS FOR COURSE CREDITS**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee’s decision to the District’s Board of Trustees by filing a written request with the Superintendent.

Doctor appointments, dental cleaning, etc. should be scheduled during a time other than the hours the student is scheduled to be at school.

If attendance falls below 90%, a conference will be scheduled with the parent & student.

## **ATTENDANCE REQUIREMENTS FOR DRIVER'S LICENSE (VOE)**

Students between the ages of 16 and 18 must annually provide the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form in the office.

## **STUDENT CONDUCT**

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

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Display academic integrity.

## **SCHOOL CONDUCT ENFORCEMENT BOUNDARIES**

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- During lunch periods.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.

This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

## **DISRUPTIONS**

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

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

## **ELECTRONIC DEVICES**

Cell phones, Smart watches, music devices (including head/ear phones), cameras and electronic games/devices are not appropriate for an instructional setting. These items should be left at home or in the student’s vehicle during the school day. Item will be confiscated and taken to office if they become a classroom disruption. Cell phones must be turned “OFF” to avoid confiscation. Use of a cell phone during the student’s school day will result in a \$10 usage fine. Cell phones may only be used outside before or after a student’s scheduled school day. Refusal to give device to requesting school personnel is not an option.

## **HARASSMENT - on the Basis of Race, Color, Religion, National Origin, or Disability**

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

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or the Superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or Superintendent. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with board policy.

## **SEXUAL HARASSMENT / SEXUAL ABUSE**

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

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator who is the Superintendent. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with board policy.

## **DATING VIOLENCE**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence is a form of harassment and if so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, then the offender is subject to immediate removal from ETCS. If the administration considers necessary, the offender and investigation will be reported to local law enforcement.

## **BULLYING/CYBER-BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical contact against another student on school property, at a school-sponsored or –related activity, and the behavior:

Results in harm to the student or student's property,  
Places the student in reasonable fear of physical harm or of damage to their property, or  
Is so severe, persistent, and pervasive that it creates an intimidating or threatening  
educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with the student's education or substantially disrupts the operation of the school.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a school employee as soon as possible. The administration will investigate any allegations of bullying or other related misconduct.

Any student found to have engaged in bullying while enrolled at ETCS is subject to immediate removal.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

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

### **Notification of Law Violations**

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

### **DISTRIBUTION OF SCHOOL MATERIALS**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **DISTRIBUTION OF NON-SCHOOL MATERIALS**

Unless a student (or a nonstudent) obtains specific prior approval from the principal, written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **DRESS AND GROOMING**

The District's dress code is established to prevent disruption, minimize safety hazards, and encourage self-respect, but still allow students to express individualism. Students are expected to adhere to standards set by the school.

#### **Students May Not:**

- Wear low cut clothing, immodest attire, and excessively sagging pants.
- Wear tube tops, spaghetti straps or pajamas attire, including slippers.
- Allow undergarments to show, including underwear, bra straps, etc.

- Wear gang-related paraphernalia, bandanas, “colors”, etc.
- Wear clothing or tattoos with inappropriate slogans or symbols, including references to sex, drugs, violence, alcohol, tobacco or profanity.
- Wear clothing with writing on seat of pants or shorts. (Hottie, Hooters, Pink, etc.)
- Wear clothing with slogans, symbols, pictures, etc. that are disrespectful or discriminating toward any person regarding race, gender, ethnicity, age, etc.
- Wear head coverings or hoodies that cover eyes/face. No hoods inside school building.

**Students May:**

- Wear hats – if worn with brim forward – (no fish hooks or sharp objects).
- Wear shorts/skirts – no shorter than 4” from knee when standing/sitting.
- Wear coats, jackets, etc. as weather dictates. (not to cover up inappropriate clothing)
- Wear halter tops with proper shoulder support and appropriate cleavage coverage.

**Students Must:**

- Wear appropriate footwear at all times.
- Wear only prescription glasses while in the school building. (no sunglasses)
- Wear a belt when pants do not stay at student’s waste-line without assistance.

Male students may not wear sleeveless shirts. Female students wearing sleeveless shirts must have a shirt that is not revealing around arm opening.

The principal will be the determining authority on questions of appropriate/inappropriate dress and grooming.

**STUDENT FEES**

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

- Costs for materials for a class project that the student will keep
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Fees for lost or damaged books
- Fees for electronic device violations
- Fees for graduation including cap, gown, tassel, diploma.

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

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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

## **COMMUNICABLE DISEASES / CONDITIONS**

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

Among the more common of these diseases are the following:

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

## **Bacterial Meningitis**

State law requires the District to provide the following information:

### **WHAT IS MENINGITIS?**

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

### **WHAT ARE THE SYMPTOMS?**

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

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

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 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 cause meningitis or another serious illness.

### **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or

residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

### **WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

### **WHERE CAN YOU GET MORE INFORMATION?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

### **PHONE USE BY STUDENTS**

Students are permitted to use school phones located in each classroom with prior permission from a teacher. Students will be able to use the phone in the office before or after scheduled classes or during their Break time.

### **HEALTH SCREENINGS**

Periodically health screenings are conducted as required by law or TEA.

### **PRAYER**

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

### **ACCIDENT PREVENTION**

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

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

## **ACCIDENT INSURANCE**

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

## **SAFETY DRILLS - Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

## **EMERGENCY MEDICAL TREATMENT & INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

## **FOOD AND DRINKS**

No off campus drinks are allowed in classrooms. Students may bring snack items from home for their consumption. "Fast food" items are not permissible in classrooms. Vending machines are available to students on campus.

## **PEST CONTROL NOTIFICATIONS**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school may contact the Superintendent.

## **VANDALISM**

To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **STUDENT VEHICLE SEARCHES**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

## **CONTRABAND**

Students are prohibited from possession, use and/or distribution of the following items while on school property: weapons (knives, guns, pocket-knives, needles, razors/razorblades, etc.), tobacco products, lighters, illegal drugs, prescription drugs not reported to school personnel, drug paraphernalia, alcohol, sexually explicit materials and any other items deemed inappropriate by the principal.

Contraband items will be immediately confiscated. Law enforcement will be contacted as violation warrants. Students will be subject to withdrawal from ETCS for serious violations or repeated minor violations.

## **STUDENT PARKING**

Students with a valid Texas driver's license are allowed to park on school property. Students should exit vehicles upon their arrival at school. Keep music levels to a minimal volume when arriving or departing school grounds. Students should not return to vehicles or parking lot until the end of their school day.

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office.

Visits to individual classrooms during instructional time are permitted with prior approval of the principal and teacher.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

# STUDENT CODE OF CONDUCT

## DISTRICT BEHAVIORAL PHILOSOPHY

The Code of Student Conduct is based on a belief that excellence in education is best achieved by maintaining high standards for student conduct. Students are provided a quality educational program, which encourages the acquisition, exchange, and application of ideas. This goal may best be achieved in an environment, which involves parental support and is free from disruptions, which interfere with the education process.

The District recognizes, appreciates, and encourages parental and staff responsibility for the development of self-discipline in the student to help achieve the goal of this code. Students are expected to conduct themselves appropriately and to contribute positively to the school community. By respecting student rights and encouraging student and parental responsibility, the district seeks the full development of each student's potential.

## INTRODUCTION

This Code of Student Conduct is in force:

- During regular school hours (which may include time after the student leaves home and until he or she returns home);
- At school-related functions where school personnel have responsibility for students; and
- Any time or place at which student conduct interferes with or obstructs the mission or operations of the school district, or the safety or welfare of other students or staff members.

The district requires completion of the Code of Student Conduct acknowledgement form (signature page) annually.

## SUSPENSIONS, PLACEMENTS IN ALTERNATIVE EDUCATIONAL PROGRAMS AND EXPULSIONS.

As mandated by Senate Bill 133, Chapter 37, which was enacted by the 75<sup>th</sup> Texas Legislature, a student must be placed in an Alternative Educational program (AEP) if the student commits any of the following offenses on school property or within 300 feet of school property or while attending a school sponsored or school related activity on or off campus. Since the Charter is already designated an AT-Risk Alternative Educational Program, violators of any of the following may be dismissed from enrollment.

- a) Engaging in any conduct punishable as a felony.
- b) Engaging in conduct containing the elements of the offense of assault under § 22.01 (a) (1) of the Penal Code.
- c) Engaging in conduct containing the elements of the offense of terroristic threat under §22.07 of the Penal Code.

- d) Selling, giving, delivering, possessing, using or being under the influence of marijuana, a controlled substance or a dangerous drug and/or intent to do so.
- e) Selling, giving, delivering, possessing, using or committing a serious act or offense while under the influence of alcohol and/or intent to do so.
- f) Engaging in conduct containing the elements of the offense relating to abusable glue, aerosol paint, or volatile chemicals.
- g) Engaging in conduct containing the elements of the offense of public lewdness under Penal Code §21.07 or indecent exposure, under Penal Code §21.08.
- h) Retaliation against a school employee. TEC 37.00 (b & d)
- i) Serious or persistent misconduct violating the Student Code of Conduct TEC 37.007i

A student must be placed in an Alternative Educational program (AEP) if the student commits any of the following offenses beyond the 300 feet jurisdiction. Since this charter is already an Alternative Educational Program, violators of any of the following may be dismissed from enrollment.

- a) Engaging in conduct containing the elements of the offense of retaliation under Penal Code §36.06 against any school employee, unless the act of retaliation is itself an expellable offense.
- b) Receiving deferred prosecution under Family Code §35.03 for conduct defined as a felony in Title 5 of the Penal Code.
- c) A court or jury finding of delinquent conduct under Family Code §54.03 for conduct defined as a felony in Title 5 of the Penal Code.
- d) A finding by the Superintendent that he has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5 of the Penal Code.
- e) Title 5 of the Penal Code felonies include:
  1. Murder
  2. Sexual Assault
  3. Capital Murder
  4. Aggravated Assault
  5. Manslaughter
  6. Aggravated Sexual Assault
  7. Criminally Negligent Homicide
  8. Injury to a Child, Elderly or Disabled Individual
  9. False Imprisonment
  10. Abandoning or Endangering a child
  11. Kidnapping
  12. Deadly Conduct
  13. Aggravated Kidnapping

14. Terroristic Threat
15. Indecency with a Child
16. Aiding a Suicide
17. Assault of a public servant
18. Tampering with a Consumer Product

A student may be suspended or expelled for:

- a) If the Superintendent has a reasonable belief that a student has engaged in conduct away from school which is defined as a felony other than those set out in Title 5 of the Penal Code, and the Superintendent determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
- b) Violations of discipline to a degree that a teacher determines that a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn,
- c) Membership in a public school fraternity or sorority, secret society, or gang.

A student will be removed from enrollment and expelled for:

- a) Possession, use, or exhibition of:
  1. Firearm
  2. Club
  3. Illegal Knife
  4. Prohibited Weapon
- b) Aggravated assault
- c) Aggravated sexual assault
- d) Arson
- e) Murder, capital murder, or attempted murder or capital murder
- f) Indecency with a child
- g) Aggravated kidnapping
- h) Any previous mentioned prohibited conduct if committed in retaliation against a school employee
- i) Possession of drugs
- j) Criminal mischief if punishable as a felony
- k) Serious or persistent misbehavior

This Code has been approved by the Board of Directors and carries the full impact approved by Board Policy and administrative procedures. The Board of Directors may adopt subsequent addenda, and represent authorized amendments to the Code.

## Responsibilities

The individual responsibilities described below require the cooperation of all who are involved in the education process

1. Teachers and staff are responsible for:
  - A. Knowing and implementing the stated Code of Student Conduct.
  - B. Implementing learning activities and classroom management techniques designed to teach self-discipline strategies and which meet district standards for effective educational programs.
  - C. Effectively communicating expected behaviors within the classroom.
  - D. Maintaining effective communication with school administrators to inform them of individual student problems.
  - E. Maintaining contact with parents to encourage a consistent home/school approach in solving individual student problems.
  - F. Serving as positive role models for students and encouraging good student discipline by being in regular attendance and on time.
  - G. Teaching students, through interactions, to strive for self-discipline and encouraging work habits that will lead to the accomplishment of personal goals.
  - H. Discipline of their students which includes but is not limited to sending the student home for the day, removal from class temporarily or permanently or removal from enrollment in the school.
  
2. Campus Administrators are responsible for:
  - A. Establishing and implementing programs to train staff members in the Code of Student Conduct.
  - B. Assisting campus staff in the implementation of the Code of Student Conduct.
  - C. Establishing a method to educate students relative to their self-discipline responsibilities within the Code of Student Conduct.
  - D. Responding to self-discipline deficits referred to them by teachers and assisting with individual students who may not conform to the Code of Student Conduct.
  - E. Serving as positive role models for students.
  
3. Parents are responsible for:
  - A. Reading, signing annually, and becoming informed about the Code of Student Conduct and encouraging their children to adhere to it.
  - B. Establishing and maintaining a positive attitude toward education, behavior and the school, and encouraging proper study habits and responding appropriately when contacted by the school.
  - C. Assuring that their children attend school regularly, reminding your children that they must call the school if they are sick.
  - D. Teaching their children respect for property rights of others and school rules.

- E. Providing for the physical needs of their children and assuring appropriate dress at school and school-related activities.
  - F. Cooperating and responding immediately to school requests when the child is ill or involved in a disciplinary matter.
  - G. Participating as necessary in conferences during the school year.
  - H. Making restitution in accordance with board policy.
  - I. Providing transportation for a student.
  - J. Assuming responsibilities as described in the student handbook.
  - K. Reinforcing self-discipline strategies as practiced in school.
  - L. Providing adequate supervision for the student during periods of suspension and expulsion.
4. Students are responsible for:
- A. Signing and complying with the Code of Student Conduct.
  - B. Conducting themselves in a manner, including attire, that is neither disruptive, disrespectful, nor gang related and which does not violate any section of the Code of Student Conduct.
  - C. Attending and participating in assigned meetings, small groups, or large groups.
  - D. Cooperating with teachers, administrators, and parents in implementation of the Code of Student Conduct.
  - E. Exhibiting positive school citizenship.
  - F. Attending school in compliance with state laws and district policies.
  - G. Following school rules and regulations as described in the student handbook.
  - H. Practicing self-discipline strategies.
5. School Board members are responsible for:
- A. Enacting and enforcing policies which facilitate establishment and maintenance of a positive learning environment.
  - B. Approving and supporting the district Code of Student Conduct.
  - C. Providing budget to assure quality education and implementation of the district Code of Student Conduct.
  - D. Fulfilling designated roles in due process and hearing procedures.

## **Other Student Rights and Responsibilities**

### Curriculum

- Students have the right to participate in appropriate educational programs.
- Students have the responsibility to strive for academic growth by participation to their utmost ability.
- Students have the right to study under competent instructors in an atmosphere free from bias, prejudice, and disruption.
- Students have the right to appropriate counseling for educational problems.

- Students have the responsibility to seek counseling for education problems.
- Students have the responsibility to utilize technology appropriately.

#### Grades/Records

- Students have the right to receive an academic grade reflecting their academic achievement.
- Students have the responsibility to maintain reasonable standards of academic commensurate with their ability.
- Students have the responsibility to keep up with their own progress.
- Students have the responsibility to make every effort to improve their performance when it is not acceptable as determined by the teacher.
- Students have the responsibility to conduct themselves in ways conducive to the learning process.
- Students have the right to be protected by legal provisions, which prohibit the release of confidential information without the consent of the parent or eligible adult student.
- Parents or eligible students have the responsibility to release information for the benefit of the student.
- Parents or eligible students have the responsibility of giving the school information that may be useful in making appropriate educational decisions.

#### Attendance

- Students have the right to information on policies and rules concerning attendance.
- Students have the responsibility to attend all classes daily and on time.
- Students have the right to appeal to the Superintendent a decision pertaining to an absence.
- Students have the responsibility to provide the school an adequate explanation with appropriate documentation indicating the reason for an absence.

#### Free Speech

- Students have the right to refrain from any activity, which violates their established religious precepts.
- Students have the responsibility to respect the religious beliefs of others.
- Students have the right to express themselves within the guidelines of the Code of Conduct.
- Students have the responsibility to express themselves without violating the rights of others or without interfering with the orderly educational process.

#### Search and Seizure

- Students have the right to privacy in their personal possessions unless there is reasonable cause to believe the student is concealing material prohibited by law, school rules, Board policies, or administrative procedures of the school. Searches of students' outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive searches of a student's person shall be conducted by law enforcement agencies. Drug testing may be conducted if there is reasonable suspicion that a student's behavior or attendance is affected by drugs.
- Students have the responsibility to refrain from carrying or concealing any such material prohibited by law, school rules, Board policies, or administrative procedures, or which would detract from the educational process.
- Vehicles on school property are subject to search by school officials if there is reasonable cause to believe that contraband is in or on the vehicles.

- Students are responsible for materials in or on their vehicles.

#### Discipline

- Students have the right, in discipline matters, to treatment, which does not violate their legal rights.
- Students have the responsibility to behave in a manner, which does not disrupt or interfere with the educational process.
- Students have the responsibility to abide by the principal approved mode of dress.
- Students who are recommended for removal from school for more than 10 consecutive days have the right to a formal hearing.
- Students and their parents or guardians have the responsibility to become familiar with the removal and hearing procedures. These procedures are available in the Board Policies.
- Students who have been removed from school have the right to know the conditions under which they may be readmitted to school.

#### Review & Hearings

- Level 1 Students and their parents have the right to an informal review of disciplinary actions taken by the principal which they feel are unreasonable, unfair, or excessive.
- Level 2 If the decision of the principal is not acceptable at an informal hearing, then the student or parents may request a formal hearing with the Superintendent. This request must be made in writing, signed by the parent/guardian, explaining the complaint, and offering a reasonable acceptable resolution. After receipt of this request for hearing, the Superintendent will schedule a hearing within 10 days. At this meeting both parties may present evidence and express their concerns. The Superintendent will hear the presentation and respond in writing within 10 days (No response within 10 days is considered to be approval of the decision made at Level 1).
- Level 3 If the decision of the Superintendent is not acceptable, then the parent/guardian may appeal to the President of the Board of Directors. This request must be made in writing, signed by the parent/guardian, explaining the complaint, and offering a reasonable acceptable resolution. After receipt of this appeal, the Superintendent will add the request to the agenda at the next regularly scheduled Board Meeting. At this meeting both parties may present evidence and express their concerns, with one exception: No new evidence can be offered that was not brought up at Level 1 or 2. The Board will hear the presentation and respond in writing within 10 days (No response within 10 days is considered to be approval of the decision made at Level 2).
- Students and their parents have the responsibility to maintain constructive communication with appropriate school personnel regarding disciplinary alternatives and to utilize appeal procedures when necessary.

---

## Acceptable Use Policy (AUP)

### Student Responsibilities for Using Internet Resources

The Internet is a resource, just as books, newspapers, magazines, and videos are sources of information. Students may not access or bring inappropriate materials into the classroom, whether in print or electronic formats. No devices from outside of school may be used in a school computer without prior consent from the Superintendent or designee. This includes storage devices used to save schoolwork done on a home computer and brought to school.

**Violation of any of the below may result in disciplinary actions, loss of access privileges, or removal from enrollment.**

### Network Etiquette

1. Using the network resources in such a way that would disrupt the use of the network by other users is prohibited.
2. Using inappropriate language – swearing, vulgarity, ethnic or racial slurs, or obscene pictures is prohibited.
3. Pretending to be someone else when sending / receiving messages is inappropriate.
4. Revealing personal addresses or phone numbers of the user to others is prohibited.
5. Typing messages in all capital letters is the computer equivalent of shouting and is considered rude.

### Internet Acceptable Use

1. Obtain permission from your teacher before e-mailing, accessing, downloading, or printing from network resources.
2. Follow district guidelines and instructions on appropriate use of the Internet and other network resources.
3. Access only course related materials for educational purposes.
4. Credit all resources when utilizing information accessed (observe copyright guidelines).
5. Follow appropriate network etiquette.

Parents who do not wish for their children to have individual access to the Internet must submit to the campus principal a written letter expressing their desire for their child to be exempt from individual Internet access.

Student Name: \_\_\_\_\_

(Printed)

**Handbook Acknowledgement Letter**      [www.etchs.net](http://www.etchs.net)

I have read and understand the Student Handbook, the Student Code of Conduct, and the Acceptable Use Policy pertaining to students. I acknowledge and understand these policies and guidelines. I also understand that any infringement or disregard of these policies or code of conduct, or a lack of respect for these guidelines will result in disciplinary action. I further understand that all policies and codes of conduct must be demonstrated on all school grounds, including all parking areas and times both before and after school. Any violation of this Code could result in loss of privilege of attending ETCS.

As a student here, I commit to following all the rules, policies and Code of Conduct with a cooperative and respectful attitude. I will specifically adhere to the 3 basic rules of this school. These rules are:

- 1) Be on time and attend school at a rate above 95%;
- 2) Be respectful to teachers, other students, and self;
- 3) Work when I am here.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

**Bullying Acknowledgment**

I understand the harm that Bullying and Cyber-Bullying can do to individuals. I will not engage in or promote any type of bullying. Even more, I will report any bullying I witness to my parent or school personnel. I understand that I will forfeit my position at ETCS if I am found guilty of engaging in any activity that may be interpreted as a form of bullying.

Student Signature \_\_\_\_\_

Furthermore, I will not allow bullying to take place in my presence and idly stand by. I will be the person to make a difference in someone else's life. I won't be a silent "BYSTANDER." I will be an "UPSTANDER."

Bystander - an individual who is aware of the victimization of others and chooses to do nothing.

Upstander - an individual that, recognizing the victimization of others, chooses to act on their behalf.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_