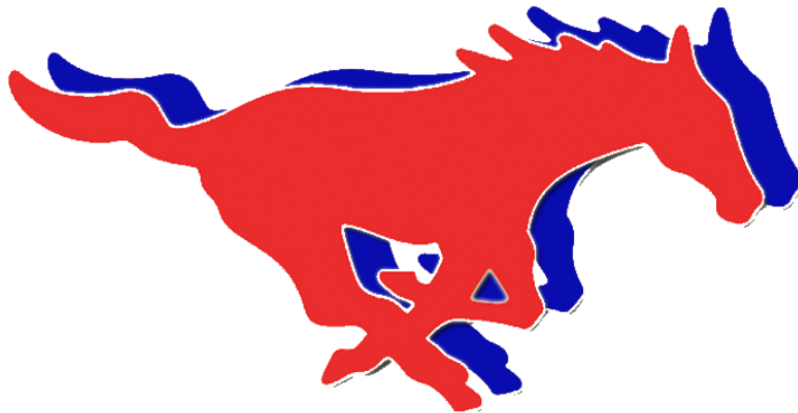


# NIXON-SMILEY

# DAEP

ALTERNATIVE EDUCATION CENTER

# HANDBOOK



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## ALTERNATIVE EDUCATION CENTER MISSION STATEMENT

The Nixon-Smiley CISD Alternative Education Center is committed to provide a quality education responsive to the learning types and styles of our students. The DAEP Program encourages our students and cadets to set, strive, and reach for successful life goals. Students and cadets will establish a strong foundation of education, knowledge, and self-discipline to use as the keys to success. Our staff will teach and demonstrate behavior that supports conformity to positive group norms and prepare students to return to their home campuses as responsible and productive citizens.

## ALTERNATIVE EDUCATION CENTER VISION

- To assist students in achieving behavior that conforms to a positive academic environment through self-discipline, consequences, and rewards.
- To develop and maintain self-esteem and self-worth through social skills, group settings, and individual sessions.
- To develop and maintain self-discipline and self-control through physical training, positive task completion, and spirit of respect and acknowledgement for positive changes.

## ALTERNATIVE EDUCATION CENTER INFORMATION

**102 West Hwy 87  
Smiley, Texas 78159**

**Phone: (830) 582-1536  
Fax: (830) 582-2636**

Principal.....Nolan Alexander

Assistant  
Principal.....Jere  
my Gordon

Principal's Secretary /PEIMS..... Valerie McInvale

Teacher.....  
.....David Mejia

Teacher.....  
.....John Hoelter

Level ..... 3  
DI.....  
.....Frank Franco

Monitor.....  
.....Beverly Squyers

Monitor.....  
.....Virginia Soto

Monitor.....  
.....Michaela Mills

Monitor.....  
.....Yvette Bryan

**STUDENTS**

This handbook outlines the policies and procedures pertaining to student activities. We ask you to read, understand and abide by the rules and regulations stated in this handbook.

**PARENTS**

The purpose of this handbook is to give you and your child information about the NSCISD Disciplinary Alternative Education Program. Frequent reference to this handbook will acquaint you with the functions of this school. Please feel free to contact the teachers, or principal any time you feel they can be of service.

Please make every effort to encourage your child to attend school regularly and to be on time. We look forward to working with you and your student.

Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Nixon-Smiley CISD Alternative Student Handbook is designed to provide basic information that you and your child will need during the school year.

Parental Rights offers information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Other Important Information for Students and Parents is organized by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Nixon-Smilely CISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In addition, students are held accountable for following the DAEP policies and procedures. The Nixon-Smilely Alternative Education Center has a different Discipline Management Plan than your student's home campus and allows for certain consequences should your student violate the DAEP rules or requirements.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the provisions of board policy and the Student Code of Conduct are to be followed.

Please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings and reviewing newsletters and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practicable under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the campus principal.

### **Parental Rights**

This section of the Nixon-Smilely CISD Alternative Student Handbook includes information related to certain rights of parents as specified in state or federal law. Consent, Opt-Out, and Refusal Rights  
Consent to Conduct a Psychological Evaluation

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports. Consent to Display a Student's Original Works and Personal Information

Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication. Consent to Receive Parenting and Paternity Awareness Instruction if Student is under Age 14

A student under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the student will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes. Consent to Video or Audio Record a Student when Not Otherwise Permitted by Law

State law permits the school to make a video 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 curricular or extracurricular activity.

When it relates to media coverage of the school.

When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

#### Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to use electronic communication with students within the scope of the individual's professional responsibilities, as described by district guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education. Participation in Third-Party Surveys

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 or beliefs of the student or the student's parent. 🚫 Mental or psychological problems of the student or the student's family. 🚫 Sex behavior or attitudes. 🚫 Illegal, antisocial, self-incriminating, or demeaning behavior. 🚫 Critical appraisals of individuals with whom the

student has a close family relationship. ■ Relationships privileged under law, such as relationships with lawyers, physicians, and ministers. ■ Religious practices, affiliations, or beliefs of the student or parent. ■ Income, except when the information is required by law and 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 the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

#### "Opting Out" of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information

As a parent, you have a right to receive notice of and deny permission for your child's participation in: Any survey concerning the private information listed above, regardless of funding. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child. Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) must: ■ Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age; ■ Devote more attention to abstinence from sexual activity than to any other behavior; ■ Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity; ■ Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and

If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

#### Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

You may remove 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 state law. Right of Access to Student Records, Curriculum Materials, and District Records/Policies Instructional Materials

Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to parents related to their child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion

Federal law requires that, as soon as a student reaches the age of 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parent may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

Release of personally identifiable information 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 superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student who wishes to inspect the student's records should submit a written request to the records custodian identifying the records he or she wishes to inspect. Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parent or student. Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child. Students in the Conservatorship of the State (Foster Care)

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities

outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

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

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;
- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

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

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

## ASSIGNMENT TO DAEP

Students are assigned to the Disciplinary Alternative Educational Program only after a conference has been conducted to determine the appropriateness of the assignment. In the case of Special Education students, an MDR meeting is convened to determine the most appropriate educational setting. In the case of Section 504 students, a Section 504 committee is convened at the home campus to determine the most appropriate educational setting. Once a student has successfully completed their assignment to DAEP, they will be admitted back to their home campus.

## REGISTRATION AND ENROLLMENT PROCEDURES

Parents/Guardians will have access to a copy of the Student Handbook for review which is available on the Nixon-Smiley CISD Alternative Campus website <http://www.nixonsmiley.net/o/ns-daep>

- All enrollees must be accompanied by parents/legal guardians and must arrive between 8:30 A.M. and 10:00 A.M. **NO ENROLLMENTS WILL BE PROCESSED FOR ANYONE ARRIVING AFTER 10:00 A.M.**
- Parent/Guardian **MUST PROVIDE A CURRENT PHOTO ID.** The only person(s) eligible to enroll a student is the biological parent or legal guardian (guardianship documentation, such as court documents, Power of Attorney, etc. must be provided at the time of enrollment).
- Parents/Guardians are advised that **DAEP ENROLLMENT IS CONDUCTED ON A FIRST-COME FIRST-SERVE BASIS.** Once you have completed the necessary enrollment documentation, you will meet with Administration, followed by the student’s assigned “Monitor”.
- These three orientation sessions will require **APPROXIMATELY 45 MINUTES** to complete. The Parent/Guardian must be present for the entire process.

## NOTICE REGARDING DIRECTORY INFORMATION AND PARENT’S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

State law requires the district to give you the following information:

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 Nixon-Smiley CISD to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing within ten school days of child’s first day of instruction for this school year.

## ATTENDANCE

The school day starts at 8:30 AM. Students will be considered tardy at 8:30 A.M.

Parents/guardians should call the Alternative campus **(830-582-1536)** before 8:00 A.M. for attendance notification when a student will be absent. Parents are required to send written documentation explaining their student’s absence. Absences will be unexcused if a proper note is not provided within 3 school days.

### OFFICIAL ATTENDANCE-TAKING TIME

- The district must submit attendance of its students to TEA reflecting attendance at a specific time each day.
- Official attendance is taken every day at 10am.

- A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

## **EXCUSED ABSENCES**

NSCISD School Board policy presently lists the following reasons as qualifying students for an excused absence:

- Personal illness
- Severe illness or death of another member of the immediate family (please provide obituary or funeral notice (Maximum of 3 bereavement days allowed).
- Quarantine of the family
- Weather conditions which prevent attendance
- Approved religious holy days (please provide documentation)

### **The following shall be considered excused absences (not in attendance for state reporting):**

The student is not in attendance due to personal illness that does not require medical treatment. In such a case, the student must return a note from a parent/guardian indicating the reason for the absence(s) and the dates. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

**NOTE:** The campus/district will only excuse ten days of absences for personal illness with parent/guardian submitted notes (see below). The campus will notify the parent/guardian that the maximum number of parent/guardian submitted notes for personal illness has been reached and any further absences relating to personal illness will be unexcused by the campus unless the note returned to the campus is from a physician or medical professional.

## **PARENT'S NOTE AFTER ABSENCE**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

The note should contain the following information:

- Full name of student
- Date(s) absent
- Reason for absence each day
- Parent/Guardian signature and phone number

**EXAMPLE:**

Jane Doe was absent on December 5, 6, & 7, 2016, due to personal illness (VOMITING).

Mrs. Doe

12/08/2016

Telephone Number

**DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school in order to determine whether the absence or absences will be excused or unexcused.

**RELEASING STUDENTS FROM SCHOOL TO PERSONS OTHER THAN LEGAL PARENT/GUARDIAN**

No student shall be released to an individual other than the legal parent/guardian except when such release is in writing by the parent or legal guardian and approved by the administration.

**For more information on attendance, please contact DAEP administration.**

**TRUANCY PREVENTION MEASURES**

**This serves as a written notice that all Truancy matters will be handled by the home campus.**

**CLOSED CAMPUS**

**General Guidelines**

The following guidelines have been established regarding the closed campus policy:

1. Students are to remain at school each school day from the time of arrival until the time of dismissal. Bus riders are considered to be on campus when the bus arrives at school and cannot leave campus without the prior knowledge and approval of school officials and parents.
2. Students may leave only under the following conditions:

- a. When a parent or legal guardian comes to the school office to sign the student out.
  - b. Student drivers must have parental permission and administrative clearance.
3. Once on campus students shall not sit in vehicle nor shall students go to their vehicles during school without prior administrative approval. Student vehicles are subject to search.
  4. Students are not allowed to leave campus for lunch. Students will attend lunch on campus.

If a student leaves without permission, DAEP staff will:

1. Make every reasonable effort to notify the parent, guardian, or alternate adult specified by parents.
2. Notify the Gonzales County Sheriff's Department.
3. Administer disciplinary measures, as appropriate.

## **TRANSPORTATION**

The Nixon-Smiley Alternative Education Center does not provide transportation services. All transportation questions should be directed to the student's home district.

## **STUDENT DRIVING REGULATIONS**

1. Students must provide a copy of their driver's license and proof of insurance.
2. Students must park in the designated student parking area.
3. Students who drive to school and do not park in the designated student parking lots or commit a moving violation will receive one warning for the first offense. Thereafter, the student will be issued a disciplinary consequence, which may include revoking driving privileges to school and parking on school property.
4. Students are not allowed to loiter in their vehicles once on campus. Students need to leave the parking lots after they have safely parked and locked their vehicles. Students are not allowed to return to their vehicles during the school day without permission from an administrator. Student vehicles are subject to search.
5. We hold car keys during the school day.
6. Students are not allowed to carpool from school.

## **COUNSELING SERVICES**

Offsite counselors are welcome to visit their clients while on campus.

## CURRICULUM AND INSTRUCTION

DAEP should be considered an extension of a student's home campus for academic purposes. Assignments will closely follow the TEKS Resource System scope and sequence in an effort to maintain the student's readiness for returning to the student's home campus. DAEP teachers will provide direct instruction and/or computer-based instruction for any content area as appropriate. In addition, DAEP teachers will provide instruction in the areas of social skills, physical training, and self-discipline. The Nixon-Smiley DAEP operates on rotating block schedule. Students will be enrolled in the classes provided by the student's home campus, as indicated by the placement order. If you have any questions regarding your schedule see the DAEP Counselor. Please note, all schedule changes must come from or must be approved by the student's home campus.

Note: The following statement applies to students that are in AP or Pre AP courses and sent to the District Alternative Education Program (DAEP): If the AP or Pre AP class(es) can be supported at DAEP, as to maintain the rigor, integrity, labs, assignments, class discussions, or tasks, the student will continue the course at DAEP. If the course cannot be supported at DAEP in a way that the integrity and level of rigor is maintained, the student may be dropped from AP/Pre AP class(es).

## PARTICIPATION IN SUPPLEMENTAL CURRICULUM SOCIAL SKILLS

In order to help your child gain the necessary skills needed to become a responsible, productive and adaptive citizen, your child will have the opportunity to participate in a variety of activities that will help support their Social-emotional Learning. These activities will be embedded in the curriculum, as well as, provided by, or in conjunction with a variety of outside agencies.

## STUDENT PROGRESS REPORTING

In order to help student's monitor their progress, while at DAEP, behavioral progress reports will be provided on regular intervals. Students will receive:

- Weekly violation reports
- Suspension notices
- 5/10 day warning notices

## DISCIPLINE MANAGEMENT

Students are held accountable for following the NSCISD Student Code of Conduct in addition to the DAEP rules. The Alternative Center has a different Discipline Plan than your student's home campus and allows for certain consequences should your student violate Alternative Center rules or requirements.

- **SUCCESSFUL DAY:** Any day in which a student has not violated any rule contained in the Nixon-Smiley Alternative Education Center Discipline Plan and was not absent.

- **UNSUCCESSFUL DAY:** Any day in which a student has accumulated one or more Minor Rule violations.

## DISCIPLINE PLAN

### MINOR RULES

1. Failure to be in seat by 8:30 A.M.
2. Failure to complete all academic assignments
3. Failure to bring school supplies (paper, pencil & ear buds)
4. Communicating with other student(s) (talking, passing notes, signing, hand gestures)
5. Failure to raise hand when needing to communicate with monitor
6. Dress Code violations
7. Failure to stay on task (sleeping, head down on desk, idle, turning around in cubicle).
8. Bringing any loose items into the Alternative Center building (any item not acceptable –see Dress Code & addendum thereto)
9. Displaying or drawing images related to drugs, weapons, violence or gang related writings, logos or paraphernalia

#### Excessively frequent Minor Rule violations will be dealt with as follows:

- The student may be referred to the Principal after 3 Minor Rule violations during the same day.
- The student may be suspended from 1 to 3 days if he/she violates a Minor Rule for the fourth time during the same day.
- Physical training activities
- Level II placement

#### The disciplinary response to multiple Minor Rule violations will occur in the following sequence:

NUMBER OF UNSUCCESSFUL DAYS	CONSEQUENCE
3 days	Student is referred to Counselor or Assistant Principal
5 days	Written Warning Notice sent to child/parent
10 days	2 <sup>nd</sup> Written Warning
15 days	Placement in Level II
UNSUCCESSFUL IN LEVEL II	Placement in Level III

Students suspended **three (3)** times or who become disrespectful or insubordinate to staff may be recommended for Level III.



## MAJOR RULES

STUDENT MAY BE RECOMMENDED FOR EXPULSION/REMOVAL IF THE STUDENT:

1. Engages in serious misconduct.
  2. Is maliciously disrespectful or blatantly insubordinate to Alternative Center staff members.
  3. Threatens an Alternative Center staff member or student.
  4. Strikes or has physical contact with an Alternative Center staff member or a fellow student.
  5. Purposely damages the Alternative Center building, its contents, or removes items without permission.
  6. Is in possession of illegal drugs, alcohol, vapes, or related paraphernalia or under the influence of drugs or alcohol.
  7. Is in possession of a knife or dangerous weapon as described in school policy.
  8. Engages in sexual harassment of students or staff.
  9. Is on any school property or attends any school activity at any participating district/campus. Local campus may consider criminal trespass.
- All forms of communication between students is prohibited. This includes talking, passing notes, hand gestures, signing or other measures that can be deemed as communication. The only time students may be permitted to communicate is when given explicit instructions to do so as part of a classroom activity.
  - Physical contact is not permitted for students on campus. Students will not have physical contact with another student, **to include shaking of hands, high fives, hugs, etc.**

### Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## Grooming & Dress

According to researchers, student behavior is influenced by student dress and grooming. Schools have an interest in student behavior because they are responsible for student health and safety and have a need to prevent disruptive behavior. Therefore, student dress and grooming are

proper concerns of school administrators and teachers. Final determination of acceptable dress and grooming rests with the administrator or his/her designee.

1. Solid white t-shirt with no colors or logos
2. Khaki slacks only – no denim
3. Black or white socks only
4. Black or white tennis shoes only
5. Black or brown belt-no adornments or big buckles
6. No jewelry
7. No makeup, nail polish or fake nails
8. No tattoos – must be covered at all times
9. Girls-hair natural color-no highlights, no weaves, wigs, hair extensions - hair must be worn down.
10. Boys-hair must be cut above the eyebrows and ears and not touching the collar. Must not be longer than 2” from the top of the head.



**DAEP staff will determine whether any dress code item is considered appropriate or not.**

## **WHEN A STUDENT THREATENS TO HARM OTHERS**

When a student threatens to harm others, school personnel will notify the DAEP's principal of the threat(s). The principal will then:

1. Document the above contacts (date, time, & specifics of the incident)
2. Notify the Gonzales County Sheriff's Department.

3. Notify the home campus for possible expulsion.
4. Notify the parents or guardian of the student who has made the threat to harm another person.
5. Notify the counselors of students involved.

#### Bullying (All Grade Levels)

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that: Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or ☹️ Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding: Bullying that occurs on or is delivered to school property or to the site of a school sponsored or school-related activity on or off school property; ☹️ Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

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 teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by calling or texting 1-206-406-6485, reporting online at [www.stayalert.info](http://www.stayalert.info) , or emailing [report@stayalert.info](mailto:report@stayalert.info).

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling

options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of the warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. [To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.]

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs.

Reports of abuse or neglect may be made to:

The CPS division of the DFPS (1-800-252-5400 or on the web at Texas Abuse Hotline Website). Class Schedules (Secondary Grade Levels Only)

## REMOVAL OF STUDENTS FROM CAMPUS

When a student fails to respond to all classroom management interventions, the student will be removed from the classroom and sent back to their cubicle, for the remainder of the period. If the behavior persists or if the student does not respond to redirection provided by staff, the student will be escorted via CPI student escort procedures to the administrator's office following a choice of 1, 2, 3 request. If the student fails to respond appropriately to the administrator's interventions, after all reasonable efforts have been made, the administrator may:

- Place the student in an alternate setting for the remainder of the school day.
- Make a reasonable effort to contact the parent / guardian to have a phone conference regarding the situation.
- Request a parent/student conference, upon the return to school following a suspension
- Request the parent to transport the student home or designate an alternate adult to accept this responsibility.

If the student's behavior is aggressive or endangers the safety of himself, herself or others, the administrator may contact Gonzales County Sheriff's Department and other administrators, as appropriate.

## LEVEL II

As a consequence for behavior problems, a placement to LEVEL II is one of the tools we will use, when necessary, to address persistent or serious behavior problems.

### LEVEL II PLACEMENT

- Students has reached 15 unsuccessful days.
- Student has violated one or more of the major rules.
- Student has been disrespectful or demonstrates insubordination to staff

### LEVEL II EXPECTATIONS

The Level II program will start when students are released from DAEP at approximately 3:00 p.m. and will continue until **4:00 p.m. each day**, with the student remaining on campus.

Students will follow the same rules and expectations that are outlined in the DAEP discipline plan.

- Students will be placed in Level II for a specified period of time. Students may earn their way out of Level II by having 10 consecutive successful days, or at Administrator discretion.

- Students may be assigned additional days in Level II for subsequent violations, during the school day or while in Level II.
- Transportation will be the responsibility of the student's parent/guardian.

### **LEVEL II ACTIVITIES**

Students will participate in activities such as but not limited to:

- Academic assessments and assignments
- Counseling Programs
- Community Service
- Health, wellness, physical and team building exercises.
- Students may be issued a uniform to identify them as a Level 2 participants. Student/Parent(s) will be responsible for the care and maintenance of their uniform which must be returned upon exit from Level 2. A \$10 fee will be charged for any unreturned uniforms.

## **LEVEL III**

Should interventions and Level II fail, the student could be placed into Level III. A student will also be recommended to their district for Level III if they receive three or more suspensions. This is the boot camp portion of the program.

-See Level III HANDBOOK

## **Law Enforcement Agencies (All Grade Levels)**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances: 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 at school. 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. 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away. By a probation officer if there is

probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

By an authorized representative of Child Protective Services (CPS), Texas Department of Family and Protective Services (DFPS), 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. To comply with a properly issued directive from a juvenile court to take a student into custody.

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 student's release to a law enforcement officer, any notification will most likely be after the fact.

The district is required by state law to notify: All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. All appropriate district personnel regarding a student who is required to register as a sex offender.

## HOME CAMPUS VISITATION & PARTICIPATION IN ACTIVITIES

In compliance with TEC, Chapter 37, and SubChapter A, students who are assigned to DAEP are prohibited from attending or participating in school-sponsored or school-related activities. During intake you will sign a criminal trespass letter.

**NOTE: Local campuses may consider filing criminal trespass charges.**

## PROHIBITED SUBSTANCES/ITEMS

There will be no smoking, use or possession of tobacco products, vapes, electronic cigarettes, or any other prohibited substance(s) on school property. Illegal or inappropriate paraphernalia is prohibited and will be confiscated. Violators will face disciplinary action, as appropriate. This pertains to students and guardians.

Cell phones, iPad, or any other electronic devices, not previously approved by the principal, are prohibited from being on campus. Any unauthorized items that are brought into the building will

be confiscated and secured by Administration. The items will be released to the parent upon completion of the student's DAEP placement.

## MEALS AT DAEP

Students may NOT bring their own lunch.

Students receive free breakfast and lunch provided by NSCISD.

## HEALTH CONCERNS

### STUDENT ILLNESS

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students within certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse or administration determines that the child should go home, the campus will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

### BACTERIAL MENINGITIS

State law specifically 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

## **MEDICATIONS**

Medication(s) to be taken during school hours must be brought to the office by a parent to insure proper safeguarding and dispensing according to directives.

Medication must be in the original prescription bottle, properly labeled with directions by a registered pharmacist, as prescribed by law. For prescription medication to be dispensed, the school must have a district approved form signed by the prescribing doctor. No medication, prescription or non-prescription, may be carried by a student on his/her person. In the event that a student suffers an allergic reaction or has an emergency medical situation, the campus nurse will be contacted and if necessary EMS will be called. The parent/guardian will also be notified.

Students in possession of prescription drugs and not in conformity with the guidelines outlined above on possession of such drugs will be deemed to be in possession of a controlled substance or dangerous drug. Students will be subject to the discipline consequences associated with such violations that are enumerated in the student code of conduct.

Students who suffer from asthma, epilepsy, or diabetes will be allowed to carry their prescription medication so long as the student's parent and physician have provided the school with written notice.

Students are required to provide the school with back-up inhalers and medications in case of emergencies. In the event that a student suffers an emergency medical situation, the office will be contacted immediately.

## **ACCIDENTS AND ILLNESS AT SCHOOL**

Parents/guardians are required to provide DAEP staff with contact information (such as a home or cell phone), of a person who can be contacted in case of an emergency. Accidents/illnesses will be documented. If prompt treatment is believed necessary, the parent or guardian will be called and

will assume responsibility for further decisions. Students who are ill will not be sent home unless parental/guardian contact has been made. If emergency treatment is deemed necessary, 911 Emergency will be called. Payment becomes responsibility of the guardian.

## INTERROGATIONS AND SEARCHES

Securing order and safety is a vital part of the educational program offered at the DAEP. To that end, daily searches are conducted as students enter the building, and additional searches may be conducted at any time appropriate school personnel conclude that there is reasonable suspicion to conduct a search. During all daily searches, the following procedures may be used as a guide:

- Males will be searched by males and females will be searched by females.
- Students will take all items out of their pockets and place them on a table to be searched
- No personal items will be retained by students such as makeup, wallets, keys, combs, etc. These items will be placed in an envelope and kept by campus administration. Any prohibited item found will be confiscated and not returned, except to a parent or guardian, after the student has completed their DAEP placement.
- Pockets will be pulled inside out. Any remaining areas in pockets that cannot be fully exposed by being pulled inside out will be investigated by faculty by inserting their hand into the pocket with their hand facing out, unless circumstances are such that this procedure is not feasible.
- Pant legs and the back of the shirts will be patted down, shirts will be required to be untucked during inspection.
- Waistband will be checked by student rubbing his/her hand around to check for contraband.
- Student will remove their shoes and socks for inspection.
- A metal detector will be used to look for metal objects.
- All books and folders will be searched.

In addition to the daily searches described above, school administrators have the right, upon reasonable suspicion, to search a student, item(s) carried or possessed by a student, found on the student's person, found in a student's pockets, or found in a motor vehicle owned, possessed, under the control of or being used by the student.

Desks and any other fixture or facility provided for a student are the property of the District and remain under the jurisdiction and control of the District even when assigned to an individual student. School administrators may, at any time, conduct searches or use other detection devices with respect to all desks and any other fixture provided for student use, whether or not the student is present. Pursuant to District Policy FNF (LOCAL), students are hereby put on notice that: (1) lockers may be sniffed by trained dogs at any time; (2) vehicles parked on school property may be sniffed by trained dogs at any time; (3) classrooms and other common areas may be sniffed by trained dogs at any time when students are not present, and (4) if contraband of any kind is found, the possessing student shall be subject to

appropriate disciplinary action in accordance with the District's Student Code of Conduct, and the contraband shall be confiscated.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. For provisions pertaining to student questioning by law enforcement officials or other lawful authorities.

## USE OF METAL DETECTORS

The deterrence and prevention of the possession of weapons or other dangerous objects as defined by this policy are necessary to promote health and safety, within the school setting and to provide a school environment that is free of the threat of serious bodily harm and conducive to education.

Due to the nature of the DAEP programs, school personnel are authorized to undertake administrative searches by use of a metal detector. School personnel operating detectors must comply with the policies and procedures. The District recognizes that students have rights which have been established and guaranteed by the Fourth Amendment of the U.S. Constitution protects their right to privacy and freedom from unreasonable search and seizure of property. The policies and use of metal detection devices are designed to effectively deter and prevent the possession of weapons or other dangerous objects in the schools while ensuring that the students' Fourth Amendment rights are not abrogated in the process.

1. The metal detector will be used daily. Students will be allowed to enter the school only through designated entrances. If a metal detector activates upon screening a student, the student will be asked to remove metal objects from his or her person and be screened again. If, after further removal of other metal objects, the metal detector continues to activate for a third time, the student will be asked to remove or identify any object that may be causing the detector to activate. If the student refuses to remove or reveal the metal object which activated the detector, the police will be called.
2. The school staff will inspect the contents of any personal item or parcel which activates the metal detector, for the limited purpose of determining whether a weapon or other dangerous object is concealed therein.
3. All approved property removed from the student will be returned upon the student's completion of DAEP placement.
4. Property removed from the student, possession of which violates the Campus' Discipline Plan or Student Code of Conduct, will be confiscated and the student will be disciplined in accordance with said disciplinary policies and, if applicable, state and federal law and regulations governing discipline of handicapped students, and returned to the parent/guardian or at the end of the DAEP placement.
5. A student in possession of a weapon or other dangerous object will be referred to local juvenile or police authorities, in order for those authorities to exercise their jurisdiction with regard to

any potential violations of state law. If subsequent actions are taken by said authorities, such actions are strictly the responsibility of local police and juvenile authorities acting pursuant to their jurisdiction and duties under state law, and are not to be construed as action taken by Nixon-Smiley CISD.

6. Students who fail to cooperate with school staff undertaking administrative searches may be subject to disciplinary action for insubordination, in accordance with the Campus' Discipline Plan or Student Code of Conduct, or student's Individual Education Plan (IEP) or Behavior Improvement Plan (BIP).
7. Nothing in the policies and procedures set forth above shall limit the authority of school officials to search a student when there is reasonable suspicion to believe that a particular student is in possession of an article which constitutes a violation of these policies or other provisions of the Campus' Discipline Plan or Student Code of Conduct, or the student's IEP/BIP.

## **VIDEOTAPES AND RECORDINGS**

A district employee may, without the consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used only for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses. Texas Education Code 26.009(b) (I).

## **PHYSICAL RESTRAINT OF STUDENT**

As found in policy District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint 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. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

For all student removals, the teacher will contact the principal and reasonable efforts will be made to contact the parent. If parental contact is made, the parent may be asked to transport the student home or will designate an alternate adult to accept responsibility for the student (may include probation or police officer). The principal will notify the appropriate campus administrator regarding student removals.

For students who receive services through Special Education or Section 504, written documentation regarding the use of restraint will be provided to the student's home campus to be incorporated in the student's eligibility folder.

## Student Abandonment

Parents/guardians must make arrangements for their children to be supervised before and after school and school-related activities. Although extenuating circumstances may occur, school administrators or other personnel (sponsors, coaches, etc.) are not required to supervise students beyond the hours of school or school-related activity as noted in this procedure. Student arrival and departure times are noted in the NSCISD Parent-Student Handbook.

Supervision at School or School-Related Activities 1. In general, staff members are available to supervise students beginning 8:00 a.m. Parents should not drop their students off until this time. School is dismissed at 3:00 p.m. and all students should be picked up no later than 3:15 p.m. Students who are assigned Level 2 are required to stay until 4:00 p.m. and should be promptly picked up at this time. If student is not picked up at 4:00 p.m. staff will have the student sit at the picnic table and wait for the parent to arrive.

### Student Abandonment

Note: The principal/designee has the authority to review parent excuses to establish the reasonableness of the circumstances that the parent claims are “extenuating”. 1. During any of the situations list below, the principal/designee may call the Police when the student is left beyond a reasonable time and no contact can be made with a responsible adult. The Police may contact the Child Protective Services. When a student is left at school beyond the times for staff supervision without notification from a parent/guardian of an extenuating circumstance, the principal/designee shall document the date and time and any previous contact with the parent. The principal/designee shall have a conference with the parent/guardian in which: The principal/designee shall explain the seriousness of leaving a child and the possible consequences of continuing abandonment. The principal/designee shall give notice that if the student is left a second time without notification to the school of an extenuating circumstance, the principal/designee will notify Police to make a home visit. The principal/designee shall also tell the parent that if the student is left a third time, the principal/designee will notify Child Protective Services in the Texas Department of Protective and Regulatory Services.

## EMERGENCY DRILLS

Students will be instructed in fire, tornado, and other emergency drills. Fire drills will be conducted and recorded at least monthly at the DAEP. Emergency exit maps are posted in each room.

## Student Phone Calls

Students are not allowed to call home for any reason.

## Re-entry to Regular Campus

For students placed in DAEP, the length of assignment will be specified by the home campus principal. Student re-entry to the regular campus will normally require a review of the following criteria:

1. Good citizenship/behavior successful vs. unsuccessful days
2. Good attendance

For students being served under Special Education, the ARD Committee will address criteria in the student's IEP and/or BIP. The principal will make recommendations on DAEP students based on the above criteria when consulting with campus administrators. The principal, counselor, and/or and Special Education teacher(s) will provide input to the ARD committee when reviewing Special Education students. The ARD committee is the final approval authority for any change in placement of Special Education students.

## ACKNOWLEDGEMENT

**I hereby certify that I have received a copy of the DAEP Program Student Handbook/Code of Conduct and its contents have been explained to me.**

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

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Witness Name

\_\_\_\_\_  
Date