



TEXAS TECH UNIVERSITY

TTU K-12™



Student Code of Conduct

2021-2022

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Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district office at 806.742.2174.

Purpose

The Student Code of Conduct (“COC”) is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code of Conduct provides methods and options for managing students in the online classroom and school environment, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from an online class or expulsion from school.

This Student Code of Conduct has been adopted by the TTU K-12 Advisory Board and the Texas Tech University Board of Regents. The COC provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. It remains in effect at all times until an updated version adopted by the board becomes effective.

In accordance with state law, the COC shall be posted online and shall be available for review. Parents shall be notified of any conduct violation that may result in a student being suspended, expelled, or taken into custody by a law enforcement officer under Chapter 37 of the Education Code.

Because the Student Code of Conduct is adopted by the district’s governing board, it has the force of policy; therefore, in case of conflict between the COC and the Student Handbook, the COC shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. For any school-related misconduct, regardless of time or location.
2. When retaliation or threat is committed against a school employee, or any person affiliated with the school, regardless of time or location.
3. When a student engages in cyberbullying, as provided by Education Code 37.0832.
4. For certain offenses committed while attending a school-sponsored or school-related activity of another district in Texas.
5. When the student commits a felony, as provided by Education Code 37.006 or 37.0081.
6. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The district shall post on its website and in the Student Handbook the email address and telephone number of the person serving as campus behavior coordinator. Contact information may be found in the Student Handbook or on the [district's website](#).

Threat Assessment and Safe and Supportive School Team

The campus behavior coordinator or other appropriate administrator will work closely with the campus Threat Assessment Safe and Supportive School Team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Reporting Crimes

The principal and other school administrators, as appropriate, shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's COC.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator shall have the authority to refuse online access to a person who behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in loss of access.

Standards for Student Conduct

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.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited in all school online systems, but the list does not include the most severe offenses. The following do not apply to an all-online school: **Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, Expulsion**. Any offense, however, may be severe enough to result in **Removal from the Regular Educational Setting**.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Refuse to accept discipline decisions assigned by a teacher or administrator.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures in multimedia assignments.
- Threaten a district student or employee.
- Cause a substantial disruption to the educational environment.
- Engage in bullying, cyberbullying, harassment, or making hit lists.
- Release or threaten to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.

- Engage in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student or employee.
- Engage in inappropriate or indecent exposure of private body parts.
- Cause an individual to act through the use or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal or written conduct directed toward another person, including a district student or employee.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Student Conduct and Academic Integrity

TTU K-12 fosters a spirit of complete honesty and a high standard of integrity. An attempt to present any work you have not honestly performed as your own is regarded by TTU K-12 as a serious offense leading to serious consequences.

As a part of Texas Tech University, the TTU K-12 student conduct policy aligns with the university's student policy regarding academic integrity:

“Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give an unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses).”

For a full description of each of the examples above, please read Section I, Part B.1, Academic Dishonesty in the [Texas Tech University Student Code of Conduct](#).

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees, or upload or create computer viruses.
- Attempt to alter, destroy, or disable district technology resources.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and “sexting.”
- Use the Internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student or school employee.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Miscellaneous Offenses

Students shall not:

- Cheat or copy the work of another.
- Falsify records, passes, or other school-related documents.
- Engage in actions that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose rules in addition to those found in the COC.

Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative practices. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists until an ARD committee meeting has been held to review the conduct.

In deciding disciplinary action, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by district rules:

- Verbal correction, oral or written.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher or parent-administrator conferences.
- Behavior coaching.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Withdrawal of privileges, such as participation in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Removal from class for a specified period of time.
- Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

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

- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals.

Notification

The campus behavior coordinator shall promptly notify a student's parent by phone or electronic communication of any violation that may result in a disciplinary decision.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or campus behavior coordinator, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy. A copy of the policy may be obtained from the principal's office or the campus behavior coordinator's office.

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

Newly Enrolled Students

A student who enrolls in the district before completing a disciplinary action from another school district must complete the term of the discipline if directed to do so by a school administrator.

Expulsion

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

1. Intent or lack of intent at the time the student engaged in the conduct.
2. The student's disciplinary history.
3. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
4. A student's status in the conservatorship of the Department of Family and Protective Services (foster care).
5. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

A student **may** be expelled for:

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Threat or retaliation against another student or a school employee.
- Breach of computer security.

Process

If a student is believed to have committed an expellable offense, the campus behavior coordinator or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Hearing

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

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

3. After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The governing body of the district delegates to the superintendent authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the governing board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall hear statements made by the parties at the review and shall base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation.

Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or campus behavior coordinator shall take into consideration:

1. Intent or lack of intent at the time the student engaged in the conduct.
2. The student's disciplinary history.
3. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
4. A student's status in the conservatorship of the Department of Family and Protective Services (foster care).
5. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent shall deliver to the juvenile court a copy of the expulsion order.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

Withdrawal During Process

When a student has violated the district's COC in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the campus behavior coordinator fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Restrictions During Expulsion

No district academic credit shall be earned for work missed during the period of expulsion.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.