

Schleicher County ISD
Eldorado High School
Student Handbook



2020-2021

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PREFACE

To Students and Parents:

Welcome to school year 2020-2021! 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 **EHS Student Handbook** is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with 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.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student. Both students and parents should become familiar with the Schleicher County Student Code of Conduct, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and or available in the principal’s office and posted on the district’s Web site at <http://www.scisd.net/education/school/schoolhistory.php?sectiondetailid=543&> .

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

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. 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 practical 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 a teacher, the counselor, or the principal.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review online at www.scisd.net.

REQUIRED LEGAL NOTICES:

Nondiscrimination: Schleicher County ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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; Section 504 of the Rehabilitation Act of 1973, as amended.

Schleicher County ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following District staff members have been designated to coordinate compliance with these requirements:

Superintendent of Schools
P O Box W
Eldorado, Texas 76936
325-853-2514 Ext. 222

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put 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.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting 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 at 325-853-2514, ext. 321 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, see policy GKG]
- Serving 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, see policies at BQA and BQB, and contact your campus principal at (325) 853-2514.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, and FFA]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the campus principal who may be contacted at (325) 853-2514.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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.
- Sexual 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 parents.
- 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. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

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.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a 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 undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display students' work 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, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication. The district will also seek consent before displaying or publishing an original video or voice recording in this manner.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child 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.

Removing a Student Temporarily from the Classroom

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 the Texas Education Agency.

Excusing a Student from 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 United States 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. [See policy EC (LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. 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.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's

misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district’s policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please designate that preference on the Acknowledgement form in the registration packet. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent of schools for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance. [See policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE (LOCAL).]
- Request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Parents of Students with Disabilities with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. These system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students 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 school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission, Review, and Dismissal Process.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org>
- Partners Resource Network, at <http://www.partnerstx.org>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the campus principal at 325-853-2514.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

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 the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents 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.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the

performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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 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 address(es) of the superintendent’s office and principals’ offices is P.O. Box W, Eldorado, TX 76936.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy.

The district’s policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal’s or superintendent’s office or on the district’s Web site at www.scisd.net.

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 parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Student recognition activities; yearbook or student newsletter; printed programs for extracurricular activities; news released to local media FL(LOCAL)].

For these specific school-sponsored purposes, the district would like to use the

- Student’s name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

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 in the principal's office if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your campus principal at 325-853-2514.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, 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. They are discussed below.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. 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 thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Absences:

- Students must attend school 90% of days' classes are being offered in order to receive credit.
- A student absents from school for any reason, other than for a documented health care appointment or family emergency with Principal's approval, will not be allowed to participate in school-related activities on that day or evening.
- **An absence will be considered unexcused without a note. If a child receives an unexcused absence, he/she will not be allowed to complete any make-up work and will receive zeros for the grades that were assigned during the absence.**
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- If a student knows in advance that he/she will be absent, it is the student's responsibility to obtain assignments from all classes/teachers prior to the absence. If the missed assignments are turned in on the day the student returns, full credit will be given.
- A student is considered tardy when the bell to begin class rings.
- All tardies are unexcused unless the student is detained by a teacher and that teacher writes a note excusing the student for being late to class. Discipline for tardies will be at the discretion of the Principal.

Extracurricular Absences:

Eldorado High School is committed to academic excellence and excellence in extracurricular activities. In support of these goals, EHS policy that students must be in attendance 80% of any three-week grade or four-week grade period for extracurricular activities. The three-week/four week periods will coincide with the normal three-week/four-week grade schedule. Unused absences will not carry over between three/four week periods. For the case of partial day absences, the policy is that no student will miss any given class more than 20% in a three-week or four-week period. Extracurricular activities associated with students advancing beyond district competitions will not be counted. In the event of any unforeseen circumstances the high school principal has authority to modify this extracurricular absence policy to best fit the educational needs of students.

Attendance Committee:

An attendance committee will be appointed by each campus to hear appeals from students who are in attendance less than 90% of the days the class is offered. Required documentation is doctor/dentist appointment card, a note or letter verifying date and time of court appointment, a note verifying date and time of funeral when death in family occurs. The committee will consist of the principal and 3 teachers. The attendance committee will have the authority to:

1. Grant excessive absences.
2. Offer alternative ways for students to make up time and school work missed.
3. Deny credit

4-H Trips:

Students who go on 4-H trips must have a letter in the office from the County Agent authorizing the trip. If this letter is in the Principal's office, the student will not be counted absent. It is hoped that the days will be held to a minimum; they will not exceed the "10-day rule" as established by TEA, plus the 5 additional days established by local policy – FM (LOCAL).

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in 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 on three or more days or parts of days within a four-week period.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. [See policy FEA(LEGAL).]

Attendance for Credit

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 at least 75 percent but fewer than 90 percent of the days the class

is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will 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 appropriate. [See policy FEC.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Documentation after an Absence

When a student is 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 or is an

emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 4 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. [See policy FEC(LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see policy EIF.]

AWARDS AND HONORS

[See also **Class Rank** and **Academic Counseling**.]

BULLYING

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

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or

- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive 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 a student's education or substantially disrupts the operation of the school.

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. In some cases, bullying can occur through electronic methods, called "cyberbullying."

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, 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.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the 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 his or her child 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 Web site, 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 Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation, School Safety Transfers, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers nutritionally balanced meals daily to students. Free and reduced-price meals are available based on financial need. Information on this program can be obtained from the Food Service Director.

CHARGING OF STUDENT LUNCHES IS DISCOURAGED. Students who do not have lunch money will be given an alternative meal after 3 charges. Student lunches are \$2.60, employee lunches are \$3.75 and guests are \$3.75. Breakfast is free for all high school students.

CAMPUS - OPEN/CLOSED

The Eldorado High School is an open campus.

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. These diseases include:

- Amebiasis, Impetigo Salmonellosis,
- Campylobacteriosis, Infectious mononucleosis
- Chicken Pox (varicella) Influenza, Scabies
- Common cold with fever, Measles (Rubeola), Shigellosis
- Fifth Disease (Erythema Infectiosum), Mumps
- Streptococcal disease, invasive (group A or B) Gastroenteritis, viral
- Pinkeye (Conjunctivitis), Tuberculosis, Pulmonary Giardiasis
- Ringworm of the scalp, Whooping Cough (Pertussis), Head Lice(Pediculosis)
- Rubella (German Measles), Hepatitis A (Acute)
- Pediculosis (Head Lice): Students shall be excluded from attendance if active head lice are detected. Screening can be scheduled or randomly done. Parents should check their child's hair for evidence of nits (eggs) or lice. If your child is sent home, they are permitted to return the next day with a written statement signed by the parent or guardian confirming that the student has been treated and indicating what product was used. The nurse will inspect excluded student prior to their return to class. Students shall be excluded from the classroom if documentation of treatment is not provided and active lice/nits remain. (Local policy FFAD).

Bacterial Meningitis:

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

For More Information: Your school nurse, family doctor, and the staff at your local or regional health department office are excellent resources 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 (www.cdc.gov) and the Texas Department of Health (www.tdh.state.tx.us).

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The District offers career and technology programs in business education, family and consumer science, health science, and agriculture. Admission to these programs is based on grade level, age, and teacher approval. Schleicher County ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at the office of the superintendent. As a parent, it is important for you to be aware of 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. 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.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus 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 (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to: The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CLASS RANK / VALEDICTORIAN and SALUTATORIAN

Valedictorian and Salutatorian

At the High School level, the two highest-ranking students in each graduating class will be awarded valedictorian student and salutatorian student honors on the basis of the highest scholastic averages for FOUR years of high school work. Scholastic averages will be computed by averaging the semester grades of each of the first seven semesters, plus the average of the 4th and 5th six-week periods in the eighth semester (after college grades are received). Grades from Eldorado Jr. High (8th grade) that count as High School credit will be not be used in the calculation of the GPA. Concurrent enrollment college classes taken during the school year and the regular school day will count toward the student's GPA.

Courses: All Courses will be included in class ranking **except** for the following:

1. Correspondence Credits for High School credit only,
2. Credit by Exam (with or without prior instruction),
3. Summer School Credits,
4. Courses where credit is only a pass/fail grade,
5. Courses not recognized by TEA
6. Courses taken for local credit only,
7. Courses completed in a non-accredited instructional setting,
8. Administrative Aide, Independent Study,
9. Athletics, Get Fit and Band

The selection of valedictorian student and salutatorian student to be recognized during graduation activities and ceremonies is not an essential component of education and therefore not a right similar to the right to receive an education. Therefore, to be eligible for these honors, the student must have attended Eldorado High School for at least TWO years.

For the purpose of selecting inductees for the National Honor Society, determining class rank and honor graduates, the following weighted grade system will be in effect. Honor graduates and National Honor Society members must be enrolled in the Recommended or Distinguished Achievement Graduation Plan. Ten points will be added to the semester grade for each **accelerated** course. Five points will be added to each **advanced** course. No additional points

will be added for **regular** courses. The additional grade points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on the student's report card or official transcript (Academic Achievement Record). Any course taken by correspondence will not be given a weight as a classroom course. Students transferring to EHS with weighted courses from a previous accredited school will receive those points only if Eldorado High School offers the same courses as weighted courses.

Honor Graduate Categories

Categories for honor graduates shall be:

1. **Summa Cum Laude:** A student shall graduate Summa Cum Laude with a cumulative grade average of 99.0 or above.
2. **Magna Cum Laude:** A student shall graduate Magna Cum Laude with a cumulative grade average of 97.0–98.999.
3. **Cum Laude:** A student shall graduate Cum Laude with a cumulative grade average of 95.0–96.999.

An appropriate designation of the honor graduates shall be made on the commencement program. TEA's highest ranking student certificate shall be awarded at the annual graduation exercises.

All students whose grade point averages comprise the top ten per-cent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. The GPA shall be reported on the student's transcript as required by TEA and made available in accordance with the application deadline when requested by the student. [See EIC(LEGAL)]

Each student who completes graduation requirements in three (3) years will be ranked.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshmen. Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

High School Weighted Class Grades for 2015-2016 include:

Advanced Tier Classes

All classes listed below will receive five (5) points added to the student's final average at the end of the semester for ranking purposes:

- Honors English I, II
- Honors Geometry
- Spanish II
- Art III, IV
- Algebra II, Pre-Calculus
- Pre-AP Chemistry
- Engineering Design and Presentation (ENGDSPR)
- Accounting I
- Health Science Technology I
- Advanced Animal Science

Accelerated Tier Classes

All classes listed below will receive ten (10) points added to the student's final average at the end of the semester:

- Honors English III, IV
- Spanish III
- Calculus
- Advanced Engineering Design and Presentation (ADVENGDP)
- Practicum in Science, Technology, Engineering, and Mathematics (PRACSTEM)
- Practicum in Science, Technology, Engineering, and Mathematics II (PRACSTE2)
- Health Science Technology II
- Advanced Placement Courses – AP CHEMISTRY & AP PHYSICS
- Dual credit or online courses taken through Schleicher County ISD during the regular school year.

The specific course offerings that are required will be in conformity with the S.B.O.E. rules dealing with Graduation Requirements (74.11, 74.12, 74.13, and 74.14). These specifics will be provided to the parents annually at the beginning of school; and each student's career coherent sequence will have some impact on the possibilities of courses.

Honors / Advanced Placement Course Criteria:

Pre AP Biology:

- Teacher recommendation

Pre AP Chemistry:

- Completion of Biology I (preferably pre AP Bio I) with a minimum average of 85
- Completion of Algebra I with a minimum average of 85
- Recommendation of science & math teachers

Honors Physics:

- Completion of Chemistry I (preferably pre AP Chem I) with a minimum average of 85
- Completion of Algebra II with a minimum average of 85
- Recommendation of science & math teachers

AP Chemistry:

- Completion of pre AP Chem I with a minimum average of 85
- Completion of Algebra II with a minimum average of 85 or concurrent enrollment in Algebra II
- Recommendation of science & math teachers

AP Biology:

- Completion of Biology I (preferably pre AP Bio I) with a minimum average of 85
- Completion of Chemistry I (preferably pre AP Chem I) with a minimum average of 85
- Recommendation of science & math teachers

Graduation Requirements:

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination. Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. 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 individual Education Plan (IEP).

3-Year Graduates:

Students must complete all requirements before they participate in graduation. Any classes in which the students are given blanket grades will not be used to compute rank.

Top Ten Percent

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor or for further information about the application process and deadlines. [For further information, see policies at EIC(legal) and EIC (Local).]

CLASS SCHEDULES

High School - Class schedules are determined in such a way as to provide the student with as much choice as is possible, within the framework of the four-year plan for graduation as set forth by the principal. Course offerings are determined by number of students available and interested in taking a course and certification and feasibility issues as determined by the principal.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students

who are eligible to enroll in the University of Texas at Austin during the summer or fall 2018 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank** for information specifically related to how the district calculates a student's rank in class].

COLLEGE CREDIT COURSES

Junior and senior students that have met the entrance requirements set forth by the institution awarding college credit, may participate in dual credit opportunities offered by ITV and on-line. Participation must be approved by the principal and the student's parent or guardian. Pre-requisite courses may be required. Tuition to the institution awarding college credit must be paid in advance by the student or parent/guardian. The awarding of the college credit is at the sole discretion of the college through the course is offered.

In order to receive high school credit, a grade of 70 or above, must be attained. High School credit will only be rewarded for courses that meet the requirements set forth by the Texas Education Agency Texas Knowledge and Skills. Students enrolled in dual credit courses must be enrolled in five additional high school credit courses. The course credit awarded from dual credit enrollment via distance learning or online classes taken through Schleicher County I.S.D. during the regular school year will be used to calculate a student's G.P.A.

Dual-credit courses are offered through Howard College. Students must meet TSI requirements and must have written permission from the principal AND the counselor. Students who fail a course OR are caught cheating by school personnel or a college professor will not be allowed to take additional courses while in high school. Grading is the sole responsibility of Howard College and students will become ineligible at the end of the Fall semester if the recorded grade is less than a 70. Students may take a maximum of two classes per semester unless they are given special permission from the principal / counselor AND Howard College to take three. While SCISD currently reimburses parents for passed courses and purchases textbooks for these courses, this policy may change at the end of any given semester. All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is important, and it is essential for the student to make the most of the opportunities provided. School communication starts with informative documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and other school activities.

Communication might also include requests for conferences initiated by the school or the parent to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally, a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy.

The parent should follow the district hierarchy to make a formal complaint:

1. A parent or student should first raise the complaint with the teacher directly involved with the complaint.
2. A parent or student should raise the complaint with the campus principal.
3. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent.
4. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of sex; policy FB.
- Sexual abuse or sexual harassment of a student; policy FNCJ and the Student Code of Conduct.
- Harassment of a student on the basis of race, color, religion, national origin, or disability; policy FNCL and the Student Code of Conduct.
- Removal of a student by a teacher for disciplinary reasons; policy FOAA and the Student Code of Conduct.
- Removal of a student to a disciplinary Alternative education program; policy FOAB and the Student Code of Conduct.
- Expulsion of a student; policy FOD and the Student Code of Conduct.

- Identification, evaluation, or educational placement of a student with a disability; policies EHBA and FB. Instructional materials, policy EFA.
- On-campus distribution of non-school materials to students; policy FMA.

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher’s supervision and for approved purposes only. Students and 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 e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school sponsored activities.

Academic Dishonesty / Cheating / Plagiarism

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work—such as homework, classwork, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

DAEP/ISS Center Rules

In accordance with the *Student Code of Conduct*, any student assigned to DAEP or ISS for disciplinary reasons will maintain the following rules and guidelines specific to the SCISD DAEP/ISS Center:

The following are not allowed:

- Caps, hats, or headgear
- Sleeping or laying head down on desk
- Headphones, radios, tape recorders, beepers, cellular phones
- Tobacco products, cigarette lighters, matches or other smoking devices
- Alcoholic beverages and other drugs
- Backpacks and/or large bags
- Profanity
- Gum, candy, food or drinks
- Shouting, running, jumping, or horseplay
- Personal recreational items i.e.: balls, dice, cards, etc.
- Gang signs, gestures, writings, or graffiti
- Gang colors or clothing
- Disrespect towards any faculty, staff or other adults
- Disrespect towards any peers

Other campus rules:

- Students must not leave their classroom or the school for any reason.
- Students must not get out of their seat or cubicle for any reason without permission.
- Students must raise their hand to speak for any reason.
- Students are not allowed to wear more than one small necklace, one small pair of earrings (Males, no earrings), and one ring per hand.
- Lunches will be provided free or reduced or they may be purchased. Students may bring a lunch from home, but it must be given to the DAEP/ISS Director upon arrival at school.
- Students are to enter and exit through only one designated door.
- Students will have a water and bathroom break when designated. One in the morning, at lunch, and one in the afternoon.
- Any graffiti on any school property will be dealt with harshly with fines for damage and additional days of DAEP/ISS.
- **Students must be on time for school and report to the DAEP/ISS Center prior to 7:55 a.m.**
- **Students are tardy after 8:02 a.m. Students will be released at 3:50pm.**
- Students must have all materials necessary for class at their desks.
- Students must follow all directions the first time they are given. All students will copy the ISS rules on their own paper and turn them into the teacher before working on assignments. The list should be signed and dated by the student.
- Students must exhibit appropriate behavior regarding the use of language, and respect for the rights and property of others.

- Students must complete all assignments by teachers and other DAEP/ISS staff. Students must have a 70% or better on class-work, computer assignments and tests. Any work not passing will be made up or may cause the student's length of stay in DAEP/ISS to be longer.
- At the end of the DAEP/ISS assignment, each student must write a letter to his/her principal which includes the following:
 - Reason for assignment to DAEP/ISS.
 - Steps the student will take to keep from being assigned to DAEP/ISS again.
Note: The letter must be written neatly and turned in after lunch the last day of the DAEP/ISS assignment.
- Students assigned to the DAEP/ISS may not be on school grounds or at any school-related activity. The only school property students assigned to DAEP/ISS are permitted is the DAEP/ISS center.
- Transportation will not be provided to students assigned to the DAEP/ISS.
- ALL TARDY STUDENTS WILL: 1. Will have a warning for the first tardy 2. All tardies after that will result in additional DAEP/ISS days
- **Truancy will be filed immediately when a third unexcused absence is incurred. Non-compliance will not be tolerated.**
- **Additional DAEP/ISS days, suspension, expulsion, and/or police intervention are additional consequences of noncompliance.**

Corporal Punishment

Corporal punishment-spanking or paddling the student-may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment.
- The punishment may be administered only by the Principal or a teacher.
- The instrument to be used will be approved by the Principal.
- The punishment will be administered in the presence of one other District Professional Employee and out of view of other students.
- A record will be maintained of each instance of corporal punishment.

If a parent opts not to allow corporal punishment, then other disciplinary techniques will be used in accordance with the Student Code of Conduct.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.

- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities 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; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

Radios, CD Players, Other Electronic Devices and Games, and Cell Phones

Students are not permitted to possess such items as iPods, MP3 players, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and out of sight during the instructional day (7:00am-3:45pm), including during all testing. After school dismisses at the end of the day, the students may use their cell phones once they have exited the building.

***Students are not allowed to use any device that permits recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded. All electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search. Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

If a student's electronic device or cell phone is confiscated the student will not be allowed to remove batteries, memory cards, etc. - students can only turn off power to the device. Any refusal to comply with a request to surrender a device or failure to abide by the preceding guidelines will result in an immediate placement in ISS.

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

E.H.S. Cell Phones/Electronic Devices Policy (Cumulative)

- 1st – Warning
- 2nd - \$15
- 3rd - \$15 + Lunch Detention
- 4th - \$15 + 1 day of After School Detention or 1 swat
- 5th- \$15 + 2 days of After School Detention or 2 swats
- 6th - \$15 + 3 days of ISS or 2 swats per day for 3 days (Parent must come pick up phone)
- 7th - \$15 + 5 days of ISS or 2 swats per day for 3 days (Parent must come pick up phone)

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her 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. (See also **DRESS AND GROOMING**)

CONTAGIOUS DISEASES / CONDITIONS

[See **Student Illness** under **Health-Related Matters**]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A

student who wishes to meet with the counselor should contact the campus counselor at 325-853-2514.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

COURSE CREDIT

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the current school year include: Dates and scheduled TBA.

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district may not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site www.scisd.net. [See policy FFH.]

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 also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI and **Bullying**.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.]

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

Correspondence Courses

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations.**] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment. The requirements related to the incorporation of the EOC score into the student’s final course grade and the implications of these assessments on graduation apply to the same extent as they apply to traditional classroom instruction.

Junior and senior students that have met the entrance requirements set forth by the institution awarding college credit may participate in dual credit opportunities offered by ITV and on-line. Participation must be approved by the principal and the student’s parent or guardian. Pre-requisite courses may be required. Tuition to the institution awarding college credit must be paid in advance by the student or parent/guardian. The awarding of the college credit is at the sole discretion of the college through the course is offered.

In order to receive high school credit, a grade of 70 or above, must be attained. High School credit will only be rewarded for courses that meet the requirements set forth by the Texas Education Agency Texas Knowledge and Skills. The course credit awarded from dual credit enrollment via distance learning or online classes taken through Schleicher County I.S.D. during the regular school year will be used to calculate a student’s G.P.A. Students enrolled in dual credit courses must be enrolled in five additional high school credit courses.

Credit Recovery Policy

The credit recovery program is designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program is intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Guidelines

1. Students may earn only enough credits necessary to catch up with his/her graduating class. Students may take only one course at a time.
2. Only high school students may earn credit towards graduation. No student may use credit recovery until they have completed the first semester of their freshman year. Students removed from a class by the administration may be placed in credit recovery courses at the principal’s discretion.
3. Students using credit recovery will receive numeric grades which will be reported on their transcript. These grades will be included in their grade-point average calculation and used to compute class rank.
4. Students will **ONLY** be enrolled in credit recovery courses that they have previously failed **OR** courses they need to graduate on time. This is **NOT** an accelerated program.
5. Students may not begin credit recovery in the same semester as a course in which they are currently enrolled. For example, a student may not use this program to gain credit for the first semester of Algebra I if they are currently enrolled in the first semester of Algebra I. They must complete an entire semester in the classroom before using this program to recover credit.

6. Students will receive an “F” for any semester courses begun through credit recovery that are not completed by the end of the semester, unless otherwise authorized in writing by the principal before the course is assigned.
7. Seniors utilizing credit recovery must complete the course by May 10th in order to graduate with their class. Seniors wishing to use credit recovery to graduate one semester early must complete the course by December 9th.
8. All tests must be taken on site and proctored by a supervisor of the credit recovery program. Tests may not be taken remotely via computer.
9. Because of the limited number of licenses available to the credit recovery program the following prioritization schedule will be used.
 1. 1st priority – Currently enrolled EHS students
 2. 2nd – Students who have earned high school credit, reside in the Schleicher

County school district, need four or less credits to graduate, but are not currently enrolled at EHS

Note: Under no circumstances will students whose legal residence is outside of SCISD be allowed to use credit recovery.

The principal / ARD Committee of Eldorado High School reserves the right to utilize credit recovery with any student without regard to the guidelines listed above.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the high school foyer as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal’s decision in accordance with policy FNG(LOCAL).

Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal’s approval will be removed.

Non-school Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurricular-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

The student's dress and grooming:

1. Shall not lead school personnel reasonably to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

Required are the following dress codes:

Hair

- Hair should be kept clean, neat, well groomed, and of a natural hair color. Students shall not wear distracting hair styles. Boy's hair cannot be below mid-ear on the side, below the eyebrow in front, or lower than the collar of a dress shirt in the back. (If questionable, the student will be asked to hold down "flipping" hair so that the true length can be ascertained).
- Students shall be clean-shaven at all times. Mustaches, goatees, or beards are not permitted. If a student needs to shave they will be required to immediately shave at

school or with parent permission can go home to shave (any class time missed will be an unexcused absence). Sideburns shall be no longer than the bottom of the earlobe.

Jewelry, Accessories & Tattoos

- Boys shall not wear ear jewelry on school campus or during school related activities. Ear gauges are not allowed.
- Tongue, nose, eye, lip, naval, etc. rings (studs) or piercing retainers are not permitted by any student on school campus or during school-related activities. Students may not use band aids or other material to conceal or cover these prohibited items.
- Any jewelry or trinket that is noisy and/or permits undue distraction in the school environment shall not be permitted.
- Wallet chains are prohibited. No chains will be allowed on school property (ex: wallet, backpack, etc.). Dog chains / collars or bicycle chains worn around the neck or wrist will not be allowed.
- All exposed tattoos shall be covered at school and school activities. Male students are not allowed to wear nail polish.
- Appropriate shoes must be worn at all times. House shoes are not permitted.
- Hats, caps, scarves/bandannas, or any head wear shall not be worn in the building. Hats or caps may be worn ONLY at athletic events. Hats must be worn the proper way (e.g. no caps turned backwards, at an angle, or sideways).
- Sunglasses are not to be worn in school unless medically prescribed. Cosmetic or contact lenses of a color not natural to a person are not permitted.

Clothes

- Shorts are acceptable, but must meet appropriate length, target modesty, and be of a non-revealing fabric/style. No spandex and/or “biker” shorts are permitted unless worn under skirts or shorts that meet length specifications. Shorts must be longer than the tips of the fingers with the arms extended to the student’s side. All pants, shorts, and skirts should fit properly and may not be overly tight.
- Dresses and skirts will be governed by the same length standard as shorts to ensure modesty, but proper coverage of the body and undergarments must be maintained as well as being of a non-revealing fabric/style. Dresses and skirts featuring high slashes or slits are not appropriate for school. The length test will be applied to the top of the slash/slit. Dresses and skirts, especially those that flair at the bottom, need to be selected with heightened care to ensure proper coverage of the body.
- (Fingertip Rule) Shorts, dresses and skirts must be longer than the tips of the fingers with the arms extended to the student’s side
- Clothes with extensive or large rips, tears, holes, etc. are unacceptable. No holes are allowed above fingertip length.
- Pajamas/sleepwear or house shoes will not be allowed at school. Apparel designed as underwear or nightwear (ex. Pajamas, house shoes), or has that appearance, is not

permitted as outerwear. All undergarments must not show or be worn outside of other clothing.

- All clothing should be properly hemmed or have a sewn cuff. Cutoffs are not acceptable.
- Students shall not wear oversized clothing including shirts and baggy wide legged or large outside pocket pants. Waistbands of pants shall be worn to ensure proper coverage of undergarments and mid-sections/lower torsos of students. Oversized shirts or shirts with tails must be tucked in.
- Shirts must cover the mid-section. No skin will show at any time. Transparent clothing, halter tops, tank tops, spaghetti straps and form fitting clothing will not be permitted. Extreme necklines (dress, blouse, shirt) will not be permitted. Girls shirts must be 2 ½ inches wide at the shoulder. Boys – may not wear sleeveless shirts.
- All clothing shall be appropriately buttoned.
- Appropriate undergarments shall be worn. Any clothing that exposes undergarments or cleavage is prohibited.
- Clothing, jewelry or items with coloring, designs, symbols, or lettering that would be interpreted as inappropriately suggestive, offensive, vulgar, gang-like or that would advertise alcohol, tobacco, drugs, acts of violence, illegal, or prohibited activities are prohibited.
- No gang apparel will be permitted.

These rules are in effect during all school hours, at all school-related activities and at any time that a student is on campus. This includes the class periods after athletics.

Students found in violation of the school dress code will be asked to correct the violation or to change immediately in order to attend classes. If the student is unable to correct the violation immediately, he/she will be sent home or to ISS for the remainder of the day or until the violation has been rectified. A dress code violation report will be filed on each incident and will be kept on record in the office. Repeat offenders may be subject to disciplinary action.

The principal is the final determiner of what is or is not acceptable school dress.

Parents are asked to monitor their child's clothes daily prior to he/she leaving for school keeping in mind that the child may be growing and clothes that met the dress code at the beginning of the year may not be appropriate later in the school year.

Secondary Dress Code Policy

- 1st – Warning
- 2nd – Lunch Detention
- 3rd – 1 day of After School Detention or 1 swat
- 4th – 2 days of After School Detention or 2 swats
- 5th – 1 day of Saturday School or 3 swats and Loss of Open Campus privileges for two weeks
- 6th – 3 days of ISS or 2 swats per day for 3 days

DRILLS - FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drill of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or other in charge quickly, quietly, and in an orderly manner. **Evacuation procedures will be practiced in order to insure the utmost safety of our children.**

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Tornado Drill Bells

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Bring Your Own Device (*DUE TO COVID and POSSIBILITY OF REMOTE LEARNING WE HAVE ISSUED EACH STUDENT A CHROMEBOOK*) NO STUDENT WILL BE ALLOWED TO BRING THEIR OWN DEVIDE AS OF 8/19/2020

The SCISD has adopted a BRING YOUR OWN DEVICE policy for all SCISD students. Some frequently asked questions:

- Is it mandatory for my student to bring a device to school? **NO!** This policy and practice is **COMPLETELY OPTIONAL!** You may also want to consider that the SCISD will in no way be held responsible if the device is lost, damaged, or stolen.
- If my student brings a device can they still use the school's laptops and computer equipment? **YES!** The purpose for the inclusion of BYOD is for students to multi-task with many devices. It is feasible for a student to be on their iPad looking up research material and also typing their paper on a SCISD notebook. We have carts of 20 laptops in most of the classrooms in HS.
- What kind of device would be good for students? Any device that is large enough to type with and has wireless Internet access, i.e. iPads, Chrome Books, laptops, Surface and even Kindle Fires or Barnes and Noble's tablets are all good devices.
- Is the Internet filtered? **YES.** Our wireless guest network as well as all wireless networks goes through a **LIGHTSPEED** Internet filter monitored by SCISD.
- Can my student use a phone in class? **NO!** There may be exceptions where a teacher **MAY** permit the use of mobile devices such as phone, but it will be per teacher and only on specific projects. Devices like phones or iPads **MAY NOT USE DATA** cards in class. They must use the filtered SCISD wireless network provided by SCISD.

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's democratic societies.

While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This RESPONSIBLE User Policy (RUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Use of Technology

The integrated information technology program at SCISD (Schleicher County Independent School District) develops in our students the literacy and spatial skills they need to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems. We develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create a safe, online environment for everyone. Filtering hardware/software keeps unwanted sites off our computers, and adults supervise our students' computer activities at school.

Hardware and Software

Our students can access the Internet via both wired and wireless filtered connections that cover the entire school district. We have more than 700 hundred computers\iPads\laptops and other internet devices distributed throughout our campuses. SCISD has network drive access through HTTP Commander on our website and encourages students to create their own personal SKYDRIVES and email through outlook.com and other cloud storage drives such as Drop Box and Google Drive to enhance their storage access. All students have access to a standard suite of software to support their learning needs on district supplied systems. Students are also allowed to bring their own laptops, tablets, etc., provided they have been issued a Conditional TAG (EAGLE with BYOD) from the campus administration to be placed on device.

Personal 3G/4G devices, air-cards, or personal routers (tether or hotspot) are NOT permitted for classroom use (except by special permission) but may access our guest network at any time other than in class.

BYOD STICKER



We use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself:** I will select online names that are appropriate, and I will adhere to District Guidelines when posting information and images online. I will not share inappropriate information or graphics with others.

- Protect Yourself: I will not publish my personal details, contact details, or a schedule of my activities.
- Respect Others: I will not use technologies to bully or tease other people.
- Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property: I will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property: I will request to use the software and media others produce.

Before a student can use their personal device in a SCISD classroom, the parents and students MUST complete the attached form and return it to the campus secretary. The student will be given a BYOD sticker that shows the teacher and administrators that the device has met the required releases to use on our network and in class.

More information may be found on SCISD website at <http://www.scisd.net> or you may contact the SCISD technology director at 325-650-9553.

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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.

END-OF-COURSE (EOC) ASSESSMENTS

See **Course Credit, Grading Guidelines, Graduation, and Standardized Testing.**

EMERGENCY MEDICAL TREATMENT

If a student should have 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. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date: having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. The insurance is secondary coverage and provides limited benefits for medical expenses. Schleicher County ISD, under state law, is exempt from Tort Claims unless negligence is a cause of injury. Request for additional information regarding these issues should be directed to the Superintendent of Schools.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 15 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public

performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior and dress and grooming—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. [For further information, see policies at FM and FO.]

Offices and Elections EHS

The Student Council is a student organization formed by students elected by the student body to represent them in matters of student interest. The Student Council will serve as a service organization to benefit the school and as a source of input for the principal. The Student council will have a slate of officers and representatives from each grade level in High School.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurricular-Related Groups.**]

FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)

There is a state law concerning “foods of minimal nutritional value” at school. The aim of this new law is to foster a healthier nutritional environment for children at school. By reducing foods of minimal nutritional value, the USDA hopes to reverse the increase of “junk food” and carbonated beverages, being consumed by school children. This consumption is being linked to an alarming rise in childhood obesity and Type II diabetes.

This law specifically addresses four categories of treats. Chewing gum, candy, sodas (carbonated beverages), and Popsicles that aren’t made primarily of fruit juice. We are unable to serve these “foods” during school hours. This includes: holiday parties, classroom parties, birthday celebrations and any other school events during regular school hours.

In order for our school to stay in compliance with this mandate, the District requests that you do not send food, regardless of the occasion, for your child to share with the entire class. You are still free to send whatever you choose to send in your child’s lunch, (as long as he/she isn’t sharing any of these four targeted items with others!)

FEES

Materials that are part of the basic educational program are provided with state and local funds 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.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** under **TRANSPOTATION**.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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 principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

GRADE LEVEL CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation. Students will be moved from one grade level to the next at the end of the school year only.

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

High School grades will be distributed 33% (homework) 33% (daily work) 33% (test). Courses with a lab will be 25% across the board, unless approved by principal. Grading policies will be communicated to students at the beginning of the year.

In grades 9-12, achievement is reported to parents as: A numerical grade between 0 and 100, with a minimum passing grade of 70.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam. A student who does not pass the exit-level assessment will have additional opportunities to take the test. To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test requires satisfactory performance as a condition for graduation of any student who is in grade 12 during the 2016–2017 school year. If a student in grade 12 did not pass all sections while in previous grades, there will be opportunities to retake each applicable subject area test.

Also see **Standardized Testing** for more information.

Beginning with students who entered grade 9 in the 2016–2017 school year, EOC assessments are administered. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the **district will provide remediation to the student in the content area for which the performance standard was not met.** This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

Also see **Grading Guidelines** and **Standardized Testing** for more information.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science,

and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Beginning with the 2017-2018 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 22 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

Effective with ninth graders in the 2016–2017 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other projects that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
2. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn

his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.] If a student takes a STAAR Modified or STAAR Alternate EOC assessment, the score on the EOC assessment will not be used as 15 percent of the final course grade and is not required to be used toward the student's cumulative score for graduation.

Graduation Activities

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF].

Students must be assigned to the regular campus to participate in graduation ceremonies. Participation in graduation is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduation class, which will decide on the basic organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer. [For student speakers at other school events, see **Student Speakers**.] [See FNA(LOCAL) and the Student Code of Conduct.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [Also See **Fees**.]

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent. [Also see **Bullying** and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

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 must exclude students with 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 determines that the child should go home, the nurse 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 requires the district to provide information about bacterial meningitis:

- 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 is 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).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. * The vaccines are safe and effective (85–90 percent). They 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 Department of State Health Services office to ask about a 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 Department of State Health Services, <http://www.dshs.state.tx.us>.

* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at the Superintendent's office. [Also see policy FFAF.]

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. Because lice spread so easily, the district will need to exclude any student found to have live lice until after one treatment of an FDA-approved shampoo or cream rinse, which can be purchased from a drug store or grocery store.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent and inform the parent that the child will need to be picked up from school and will need to stay home until after an initial treatment is applied. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

School Health Advisory Council (SHAC)

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. Additional information regarding the district's School Health Advisory Council is available from the superintendent. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the principal's office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the campus principal. [See policies at CO and FFA.]

Sunflower seeds are not allowed in any district building, gymnasium, bus, or area between buildings.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the superintendent's office.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the superintendent's office.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the High School Counselor at 325-853-2514.

HOMEWORK

Homework Policy Guidelines

Any work related to school learning done outside the classroom, outside the regular school work hours, not under the immediate and direct supervision of the teacher and presumably at home under the jurisdiction of home. Homework is an essential part of the educational process. Students are expected to complete assigned homework. Failure to submit completed assignments may result in loss of credit and/or disciplinary action. Points deducted for a late assignment is at the discretion of the individual teacher.

Eldorado High School believes that education is a partnership between the home and school and that students learn best when such a partnership exists. Homework is an important bond in this partnership. With this in mind, the following policy is in effect:

- Homework will not be used as a punitive measure.
- Homework assignments will conform to time guidelines as judged by the teacher.
- Teachers will take activities and holidays into consideration and use discretion when assigning homework.
- All homework turned in will be checked by the teacher.

Homework is assigned by teachers as a necessary part of the educational process. Homework turned in late may receive a grade penalty of 20%. Work turned in more than 2 days late may receive a grade of zero.

ILLNESS

[See **Student Illness** under **Health-Related Matters.**]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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 poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement. [For further information, see policy FFAB(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

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 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 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, Texas Department of Family and Protective 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.
- To comply with a properly issued directive 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.

Notification of Law Violations

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 in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal

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

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in high school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, if the parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

During Lunch

Eldorado High School students enjoy the privilege of an open campus, which means eligible students are allowed to leave the campus during the lunch period. If a student does not plan to return to the campus after the lunch break, the parent should call or send a note to inform the school that the student will not return for the remainder of the day. **If a student leaves campus for lunch and does not return they will be considered an unexcused absence unless the parent/guardian notifies the school. Student may also lose the privilege of having an open campus during lunch. A student that is habitually tardy after lunch will lose this privilege.**

**** Students that do not pass their STAAR exams may lose their open campus privileges and also be required to participate in the B.E.S.T. program.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

LOST AND FOUND

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within 3 days. If a student is absent on the date of a test, speech/presentation, or project due date that was assigned prior to being absent the student is responsible for that work when the student returns to school. Work completed and turned in within the time allotted will not receive a grade penalty. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding “attendance for credit.” [See also **Attendance for Credit.**]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

The grade for make-up work after an unexcused absence shall be no higher than 75. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum courses in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

NOTE: A student removed from the regular classroom to in-school suspension, DAEP, or suspended will not be allowed to attend school extracurricular activities or programs (whether it is on campus or off-campus).

MEDICINE AT SCHOOL

The district **will not** purchase medication to give to a student. District employees **will not** give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional

can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

MEETINGS OF NONCURRICULUM RELATED GROUPS

Student-organized, student-led noncurricular-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Schleicher County ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Robert Gibson, Superintendent.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Julie Hargraves, High School Counselor.
- All other concerns regarding discrimination: See the superintendent Robert Gibson at 853-2514 ext. 221.

[See policies FB(LOCAL) and FFH(LOCAL).]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A full-time nurse is available for the schools in Schleicher County ISD to aid in taking care of the general health of the students and to give first aid for school-time illnesses and accidents. Parents have primary responsibility for the health of their children. Health service programs such as hearing, sight, and spinal screenings are designed to assist parents in discharging this responsibility but not to assume it for them. Good judgment should be used by parents in sending children to school or to the nurse's office. If a child is sent to school ill or with fever, the parent will be called to the school to pick up the student.

NOTE: UIL regulations require that students pass a physical examination before participating in secondary school athletics. The physical examination form is available from the athletic director.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.**]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

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 encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [Also see **Grade Level Classification.**]

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR. [See **Standardized Testing.**]

Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation and Standardized Testing** for more information about EOC assessments.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. A student who will need to leave school during the day must bring a note from his or her parent that morning and **follow the campus sign-out procedures before leaving the campus.** A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. [See also **Leaving Campus.**]

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a progress report of their child’s performance in all courses. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together.**]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student’s relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and **Grading Guidelines.**]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days. In grades 1- 12 achievement shall be reported to parents as numerical grades.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

SAFETY

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 ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others 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 any safety hazards, such as intruders on campus or 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

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, 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 that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the

district's facilities. If the campus must close or restrict access to the building because of an emergency, the district will alert the community in the following ways:

KLST - TV San Angelo 659-2409

KHOS Radio Sonora 387-3553

KIXY Radio San Angelo 949-7470

SAT, ACT, AND OTHER STANDARDIZED TESTS

[See **Standardized Testing.**]

SCHEDULE CHANGES

[See **CLASS SCHEDULES.**]

SCHOOL BUSES OR OTHER VEHICLES

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students; its cost is reimbursed by the state of Texas. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation Director.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students must:

- Follow the driver's directions at all times.
- Board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep books, band instrument cases, feet, and other objects out of the aisle.
- Not deface the bus and/or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Not smoke or use any form of tobacco.
- Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:40 a.m.

- Library
- The area defined by the high school, middle school, and band hall.
- The high school foyer will be opened during inclement weather.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Vikki Cathey at 853-2514 ext. 526 to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday through Friday from 7:40 to 4:00.
- Some Evenings To Be Announced.

Meetings of Noncurricular-Related Groups

Student-organized, student-led noncurricular-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

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.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

Vehicles on Campus

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

Parking/Driving at School

Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school. The principal will establish student parking areas, and students must park only in those designated areas. Cars parked in unauthorized areas will be towed away at the owner's expense. Student parking areas are in front of the gym and across the street from the high school. Students may not take their vehicles to HST, Ag or Art.

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

METAL DETECTORS

[For further information, see policy FNF(LOCAL).]

DRUG TESTING POLICY

Drug-Testing

Schleicher County ISD requires drug testing of any student in grades 7-12 who chooses to participate in or attend school-sponsored extracurricular activities. [For further information, see policy FNF(LOCAL). Also, see **Steroids**.]

Scope – A student participating in these activities shall be tested for the presence of illegal drugs and alcohol at the beginning of each school year and prior to joining an extracurricular program at any time during the school year. In addition, students shall be randomly tested throughout the school year.

Covered Activities - School-sponsored extracurricular activities for which testing is required include all UIL sanctioned activities including athletics, band, one-act play, and academics; FFA; FHA; FCA; National Honor Society; TAFE; cheerleading, including the mascot; all students who attend extracurricular activities, prom and other recreational events sponsored by the District; and any student who seeks reimbursement from the District for dual credit courses.

Purpose – The purposes of the drug-testing program are to; prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol; help enforce a drug-free educational environment; deter student use of illegal and performance enhancing drugs or alcohol; and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

Distribution of Policy – The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected activity The drug-testing policy shall also be posted on the District Web site.

Orientation Meetings - The District shall conduct meetings with parents and interested student participants prior to the beginning of each semester. District employees shall explain the drug-testing program and review the policy and consent form. Student attendance at the orientation meeting is mandatory. Parent attendance at an orientation meeting is strongly encouraged.

Consent – Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student’s parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities.

Use of Results – Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties. Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

Confidentiality – Drug-testing results shall be confidential and shall be disclosed only to the student, the student’s parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student’s academic records. Results shall not be otherwise disclosed except as required by law.

Testing Laboratory – The Board shall contract with a certified drug-testing laboratory to conduct testing of students’ urine samples.

Substance for Which Tests Are Conducted – The District shall make available to students and parents a list of the exact substances for which tests will be conducted.

Collection Procedures – Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school’s testing site by a District employee and shall remain under employee supervision until the student provides a sample. Samples shall be produced by a student from behind a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

Random Testing – Random tests shall be conducted on as many as ten dates throughout the school year. No less than 15 percent and no more than 30 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

Refusal to Test or Tampering – A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

Positive Test Results – An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive. Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student’s parent if the student is under

the age of 18, and the coach or sponsor of the extracurricular activity to review the test results and discuss consequences. The student or parent shall have five school days following the meeting to provide a medical explanation for a positive result.

Consequences – Consequences of positive test results shall be cumulative through the student’s enrollment in the District. A student who has a confirmed positive drug test shall be subject to the following consequences:

First Offense – The student shall be suspended from any extracurricular activity for 15 school days following the date the student and parent are notified of the test results. During the period of suspension, the student may participate in practices but not in any competitive activities.

Drug Abuse Prevention – The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area.

Second Offense – The student shall be suspended from any extracurricular activity for 60 school days following the date the student and parent are notified for the test results and shall be required to complete an approved drug/alcohol counseling program. Approved drug/alcohol counseling programs are available in the area at no cost; however, if the parent and student choose a program that does include a fee, the District shall not be responsible for any costs associated with the program. During the period of suspension, the student may participate in practices but not in any competitive activities.

Retesting – If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next six random test dates.

Third Offense – The student shall be suspended from participation in any extracurricular activity for 180 school days following the date the student and parent are notified of the test results and shall be required to complete an approved drug/alcohol counseling program. Approved drug/alcohol counseling programs are available in the area at no cost; however, if the parent and student choose a program that does include a fee, the District shall not be responsible for any costs associated with the program. During the period of suspension, the student shall not be permitted to participate in practices.

Retesting – If the student wishes to return to participation in extracurricular activities, the student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on each subsequent random testing date.

Fourth Offense – The student shall be ineligible for participation in any extracurricular activity for the remainder of his or her enrollment in the District.

End-of-Semester Suspensions – If a student’s suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

Reasonable Suspicion – Any trained certified school employee who has reasonable suspicion, based upon personal observation, that a student has used or is under the influence of a prohibited substance while at school or a school-related activity will complete a referral form and discuss his or her suspicions with the principal. Any noncertified school employee who has reasonable suspicion, based upon personal observation, that a student has used or is under the

influence of a prohibited substance while at school or a school-related activity will bring this observation to the attention of a trained certified school employee who will then decide if he or she agrees with the initial assessment. If so, the employees will proceed with the referral to the principal.

The principal will review the evidence supporting the reasonable suspicion referral and decide if it is sufficient to proceed. If so, the principal will observe or question the student to determine if a drug test is warranted. If a test is warranted, he or she will contact the student's parent or guardian and take the student to a designated collection person where the student will be asked to provide a urine sample under chain-of-custody for testing. If steroid use is suspected, the principal will make arrangements for the student to be examined, at district expense, by a physician familiar with steroid use.

If the student or parent refuses the test or examination, the principal will consider the refusal to be the same as a positive tested and will proceed with disciplinary measures in accordance with the Code of Conduct. If the student produces a urine sample for testing, the principal will, based upon the evidence and circumstances, return the student to class or assign the student to in-school suspension, pending the results of the drug test.

Appeals – A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending. [For further information, see policy FNF(LOCAL).

Also see **Steroids.**]

SEMESTER EXEMPTIONS

High School Fall Exemption Policy

Students will take semester exams in ALL core classes.... English, Math, Science and Social Studies, that is required on their personal graduation plan. Students may be exempt from other semester exams using the following guidelines:

- Average of 90 or above, with no more than 3 non-extracurricular absences; **or**
- Average of 85 or above, with no more than 2 non-extracurricular absences; **or**
- Average of 80 or above, with no more than 1 non-extracurricular absence; **and**
- A student with an unexcused absence or more than 3 tardies may not be excused from that specific semester exam; and
- A student assigned to ISS, DAEP, or suspended for any reason will take all semester exams; and
- The teacher has final say in his/her class and may nullify an exemption for any reason. The teacher may not exempt a student from a semester exam who does not meet the guidelines as stated above.

High School Spring Exemption Policy

All 9 – 11 non-graduating students may be exempt from final exams in all areas in which they passed their most recent EOC test if:

- They do not have any unexcused absences; and
- They have not been assigned to ISS, DAEP, or suspended; and
- The teacher chooses to grant the exemption.

The exemption policy below applies to all other classes, including seniors.

- Average of 90 or above, with no more than 3 non-extracurricular absences; **or**
- Average of 85 or above, with no more than 2 non-extracurricular absences; **or**
- Average of 80 or above, with no more than 1 non-extracurricular absence; **and**
- A student with an unexcused absence or more than 3 tardies may not be excused from that specific semester exam; and
- A student assigned to ISS, DAEP, or suspended for any reason will take all semester exams; and
- The teacher has final say in his/her class and may nullify an exemption for any reason. The teacher may not exempt a student from a semester exam who does not meet the guidelines as stated above.

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal.

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education

Schleicher County ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Lee Ann Holt, Special Education Director at Menard Special Education Cooperative, (325) 396-4587, or your principal to receive full information about our special education programs. See also the required notice at the beginning of this Handbook.

Section 504

Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

English as a Second Language

English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is properly served.

Gifted and Talented Students

Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field.

The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the campus principal at 325-853-2514.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

STAAR (State of Texas Assessments of Academic Readiness) End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a minimum cumulative score to graduate. To determine whether the student meets the required cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the minimum cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil texas.org/health/steroid-information>.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the campus counselor, who has been designated as the district's liaison for children in the conservatorship of the state.

STUDENT SPEAKERS

The district can provide students the opportunity to introduce some school events. If a student meets the eligibility criteria and wishes to introduce one of the school events offered by the school, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities and **Graduation** for information related to student speech at graduation ceremonies.]

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search>

SUMMER SCHOOL

SCISD will offer summer school as the need for remediation is developed by the new state mandated test program.

TARDINESS

A student who is tardy to school/class by more than 10 minutes may be assigned to detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Students that are 20 minutes late to class will be marked as an unexcused absence. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

EHS Tardy Policy

- 1ST Tardy – Warning (send to office on first tardy)
- 2ND Tardy – Lunch Detention
- 3RD Tardy – 1 day of After School Detention or 1 swat
- 4TH Tardy – 2 days of After School Detention or 2 swats
- 5TH Tardy – 3 days of ISS or 2 swats per day (6 total)
- 6TH Tardy – 5 days of ISS or 2 swats per day (10 total)

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another. [See **School Safety Transfers, Bullying, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services** for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the school superintendent for information.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—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.

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

VOLUNTEERS

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

WITHDRAWING 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. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a

state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by

qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I: Freedom From Bullying Policy

Note to handbook developer: Because state law requires that the district’s policy on bullying be distributed in its Student Handbook(s), the following has been formatted for you to more easily insert the district’s FFI(LOCAL) policy here rather than in the body of the handbook itself.

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Policy/Code/1061?filter=FFI>. Below is the text of Schleicher County ISD’s policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on 3/27/2012

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and 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; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student’s education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES -STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

REPORTING PROCEDURES -EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION - BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

APPENDIX VI: Schleicher Co. ISD Student Acceptable Use Policy (AUP)

Acceptable Use Guidelines for Technology Resources

Schleicher County Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Schleicher County schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Schleicher County ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Schleicher County ISD activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with District Policy.

Definition of District Technology Resources

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Acceptable Use

The District's technology resources will be used only for learning, teaching and administrative purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited. The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software or external data may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee.

Other issues applicable to acceptable use are:

- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library. Supervision and permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a staff member.
- Attempting to log on or logging on to a computer or email system by using another's password is prohibited:

Assisting others in violating this rule by sharing information or passwords is unacceptable. Improper use of any computer or the network is prohibited. This includes the following:

- Using racist, profane, or obscene language or materials.
- Using the network for financial gain, political or commercial activity.
- Attempting to or harming equipment, materials or data.
- Attempting to or sending anonymous messages of any kind.
- Using the network to access inappropriate material.
- Knowingly placing a computer virus on a computer or the network.
- Using the network to provide addresses or other personal information that others may use inappropriately.
- Accessing of information resources, files and documents of another user without their permission.
- The use of Internet chat rooms is prohibited on all school computers unless approved by the Superintendent &/or his designee.

System Access

Access to the District's network systems will be governed as follows:

- Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
- Any system user identified as a security risk or having violated the District's Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent, campus principals, technology director and/or their designees will deem what is inappropriate use and their decision is final. The system administrator may close an account at any time as required or as they deem appropriate without notice.
- The use of personal devices such as PDA's (Palms, Visors, cell phones with web capability, etc.) and laptops (either wireless or Ethernet) or any device used to access SCISD networks is prohibited unless special permission is granted from the technology director. Only after the device is deemed to be of minimal or no security risk to the SCISD network will such permission be granted.

SCISD Student Responsibilities

The following standards will apply to all users of the District's computer network systems:

- a. The individual in whose name a system account is issued will be responsible at all times for its proper use.
- b. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.

- c. System users may not use another person's system account without written permission from the campus coordinator or principal, as appropriate.
- System users are responsible for making sure they do not violate any copyright laws.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

The willful introduction of computer “viruses” or other disruptive/destructive programs into the District’s network or into external networks is prohibited.

Forgery Prohibited

Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material.

A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

Network Etiquette

System users are expected to observe the following network etiquette (also known as netiquette):

- Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
- Pretending to be someone else when sending/receiving messages are prohibited.
- Transmitting obscene messages or pictures is prohibited.
- Revealing such personal information as addresses or phone numbers of users or others is prohibited.

- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- Be polite. For example, messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Internet Safety Policy

For Schleicher County ISD: It is the policy of Schleicher County ISD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the

Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material: To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the Schleicher County ISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of the Schleicher County ISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Dept. or designated representatives.

The SCISD campuses or designated representatives will provide age- appropriate training for students who use the SCISD’s Internet facilities. The training provided will be designed to promote SCISD’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the SCISD’s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Schleicher County ISD at a public meeting, following normal public notice, 06/18/2012.

CIPA definitions of terms:

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual

depictions that are: 1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code; 2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or 3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Consequences of Improper Use

Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks. Network storage areas may be treated like school lockers. Network administrators and/or their designees may review files and communications to maintain system integrity and insure that users are using the system properly. Users should not expect that files stored on District servers would always be private.

User Security Responsibilities

- Your username and password should be protected from unauthorized use at all times. Do not post any of this information where others can view it.
- Do not share your password with other students at any time. Sharing passwords will result in revocation of network privileges and the person using your password

Schleicher County ISD employs a filtering program to minimize access to inappropriate web sites for its students. The filtering software is a commercially produced filter product that attempts to block possibly objectionable sites. No filter is perfect. Schleicher County ISD will not accept responsibility of student's disregard of the District's policies and guidelines as they relate to Internet access.

ANY ATTEMPT TO BY-PASS SCISD FILTER SYSTEM WILL RESULT IN ACCOUNT LOCKOUT AS WELL AS OTHER DISCIPLINARY ACTION BY PRINCIPAL.

DISTRICT WEB SITE

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the designated Webmaster. The Technology Director and the District Webmaster will establish guidelines for the development and format of Web pages controlled by the District. No personally identifiable information regarding a student will be published on a Web site controlled by the District where a 'Denial Form' has been filled out and made available to the Webmaster in the Principal's office. No commercial advertising will be permitted on a Web site controlled by the District.

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District's site Web pages that present information about the school or class activities, subject to approval from the Webmaster. The campus principal will designate the staff member responsible for managing the campus's Web page under the supervision of the District's Webmaster. Teachers will be responsible for compliance with District rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the District's computer system must receive approval from the District Webmaster.

STUDENT WEB PAGES

With the approval of the District Technology Director, students may establish individual Web pages linked to a campus or District Web site; however, all material presented on a student's Web page must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's Web page to sites outside the District's computer system must receive approval from the District Webmaster.

EXTRA- CURRICULAR ORGANIZATION WEB PAGES

With the approval of the District Webmaster, extracurricular organizations may establish Web pages linked to a campus or District Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District." Any links from the Web page of an extracurricular organization to sites outside the District's computer system must receive approval from the District Webmaster.

The Student and Parent AUP Agreement Form is included in the student's registration packet and is required to be turned in to the high school office.

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