

# *Celeste High School*



**Blue Devils**

**Student Handbook**

2010-2011

P.O. Box 67

Celeste, Texas 75423

903-568-4721 High School

District Web Page: [www.celesteisd.org](http://www.celesteisd.org)

Celeste ISD policy web site: [www.tasb.org/policy/pol/private/116902](http://www.tasb.org/policy/pol/private/116902)

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## **PREFACE**

To Students and Parents:

Welcome to school year 2010–2011! 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 Celeste I.S.D. 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—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 Celeste ISD *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 a separate document sent home to parents and available in the principal’s office.

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

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.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus principal.

Also, please complete and return to your child’s campus the following required forms attached in the back of the handbook: Parental Acknowledgment Form, Student Directory Information Form, Release of Information to Military Recruiters and Institutions of Higher Learning Forms, and Consent/Opt-Out Forms.

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 in the school office or online at [www.celesteisd.org](http://www.celesteisd.org).

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

This section of the Celeste ISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Celeste ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dana Clark, Counselor, at 903-568-4721 ext. 111

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dana Clark at 903-568-4721 ext. 111

All other concerns regarding discrimination: See the superintendent, Collin Clark, at 903-568-4825 ext. 103

### ***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, if your child is entering ninth grade.

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: 903-568-4721 x 1 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 policies at GKG and contact the campus principal].

Participating in campus parent organizations. Parent organizations include: [P.T.O., Athletic Booster Club, and F.F.A. Booster Club] .

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 the campus principal or superintendent at 903-568-4825

Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA]

Attending board meetings to learn more about district operations. Regular meetings of the Board are held on the third Tuesday of each month at 7:00 P.M. at the Administration Building. The time and place of special or emergency meetings of the Board shall be posted outside the Administration Building. [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 high school counselor and may be contacted at 903-568-4721.

## ***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 or selling that information.

Any non-emergency, 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.

### **Displaying a Student's Artwork and Projects**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

### **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.

### **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, and

State assessment instruments that have been administered to your child.

### **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, 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.

### **Removing a Student from Human Sexuality Instruction**

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **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 Notices of Certain Student Misconduct**

A non-custodial 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*.]

### **School Safety Transfers**

As a parent, you have a right:

To request the transfer of your child to another classroom or campus if your child has been determined by the campus principal to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the campus principal for information. [See policy FDB.]

- To 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 the district's (LOCAL) policy on School Safety Transfers.]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See the district's (LEGAL) and (LOCAL) policies on School Safety Transfers.]

### **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 FDB(LEGAL).]

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact the campus principal.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention 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 a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal.

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).]

### **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.

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Paula Lyon and may be contacted at 903-568-4530 x 3.

## **Celeste Independent School District School-wide, Title 1 Part A Campus-Parent Involvement Policy**

Acknowledging that parent/guardians are a student's first teachers and that this continuing support is essential for academic success, Celeste ISD is committed to the following parent involvement policy:

\*\*Parents will annually receive information concerning the implementation of the School-wide Title 1, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.

\*\*Parents will be given timely information concerning overall student performance standards and expectations.

\*\*Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, TAKS, etc.

\*\*Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren) through various campus activities.

\*\*Parent representatives will be involved in the development, review and evaluation of the campus improvement plan.

\*\*School-wide, Title 1 Part A parents will be given an opportunity annually to participate in the School/Parent Compact.

\*\*Parents of students participating in School-wide supplementary services will be asked to complete surveys seeking evaluation of the academic instructional program and parental involvement.

## **School-wide Parent-School Compact**

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.

## **The School's Responsibility**

### **Celeste ISD:**

communicate with parents and notify them of school events in a timely, efficient manner

communicate learning expectations for students at each grade level

provide an environment that promotes positive communication between the teacher, parent, and student

provide homework assignments that will reinforce classroom instruction

provide opportunities for parent conferences and school functions to maximize parent participation

### **The Parent's Responsibility**

As a parent, I will try to:

- see that my child is on time and attends school regularly
- establish a time for homework and review it regularly
- encourage my child's efforts and be available for questions
- help my child establish a routine for school days.
- attend parent/teacher conferences
- support the school in its efforts to maintain proper discipline
- help my child learn to resolve differences in positive ways
- stay aware of what my child is learning
- respect school staff and the cultural differences of others

### **The Student's Responsibility**

As a student, I will try to:

- attend school regularly
- work hard to do my best in class and schoolwork
- help to keep my school safe
- ask for help when I need it
- respect and cooperate with other students and adults

### **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, emancipated by a court, or enrolls in a post secondary 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.

Individuals 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 campus principal is custodian of all records for currently enrolled students at the assigned school. The campus 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-priced 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 of the superintendent’s office is 207 South 5<sup>th</sup> Street, Celeste, Texas 75423.

The address of the principal’s office is:  
High School: 609 FM 1562

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the [principal or superintendent]. 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.** [See FINALITY OF GRADES at FNG(LEGAL)] The district’s policy regarding student records found at FL(LOCAL) is available from the principal’s or superintendent’s office or online at [www.celesteisd.org](http://www.celesteisd.org).

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 this handbook.

**Directory Information for School-Sponsored Purposes**

The district often needs to use student information for school-sponsored purposes: For these specific school-sponsored purposes, the district would like to use your child's name and pictures for things such as the yearbook, football programs, newspapers, ect. 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 has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.



## **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

What is meningitis?

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

What are the symptoms?

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

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

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your

local health department or Regional 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/>.

## **SECTION II: 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 conveniently 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 the campus principal.

### **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 and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 FEA]

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

#### **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.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may 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 the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

\*\*A student not actually on campus at the time attendance is taken may be considered in attendance when: The student is temporarily absent due to a documented appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. The appointment should be supported by a document such as a note from the health care professional.

### **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 a 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 policies at FEC]

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

All absences will 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 for 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. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

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.

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school related activities on that day or evening. Principal discretion will be used if there are extenuating circumstances.

If a student leaves school and returns to school, or if a student has a medical appointment, then returns to school, the student must bring a doctor's note with them on that day to receive a medical absence. If a student leaves school at the end of the day to attend a medical appointment, the student must bring the doctor's note the next day to receive a medical absence.

### **Parent's Note After An Absence**

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

If a note is not received within two days, the absence becomes unexcused. **Parents are encouraged to notify the school on the day of the student's absence.** Parents that have not notified the school will be contacted.

### **College Days**

College days will be allowed on a case by case basis approved by the principal. Students will be given an excused absence, pending a letter of verification from the college. Students must bring

the letter to the office the day they return to school. If a note from the college is not submitted to the office, the absence will be unexcused.

### **Doctor's Note After An Absence for Illness**

Upon return to school, a student absent for more than five 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. If the student has established a questionable pattern of absences, a physician's or clinic's statement of illness may also be required after a single day's absence as a condition for classifying the absence as excused. Please make appointments outside of the school day when possible.

[See FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student's records for purposes of verifying 90 percent attendance for credit for the semester.

(The DPS office is open until 5:00 P.M.)

### **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

### **AWARDS AND HONORS**

At the end of each six weeks and semester grading periods, students will be named to the various honor rolls. The A honor roll will include all students who attained grades no lower than 90 in all subjects. The A-B honor roll will include students with no grades below 80. The student must have a satisfactory grade in citizenship for all classes in order to be eligible for Honor Roll.

### **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or damage to the student's property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

### **CAREER AND TECHNICAL EDUCATION PROGRAMS**

The District offers career and technology programs in agriculture and business. Admission to these programs is based on student request and availability.

Celeste 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 vocational programs.

### **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed at each campus. 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 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 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, 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_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<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/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.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 / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

A weighted scale is used to determine class rank, GPA, valedictorian, and salutatorian. Semester grades are given point values. The value of the course is determined by the type of course taken during the year. Correspondence, credit by exam, and local credit courses will not count in determining GPA's. Advanced courses are given a higher weight for calculation of GPA. A copy of an Advanced course list may be obtained from the office.

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.

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 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Students and parents should contact the counselor or for further information about automatic admissions, the application process and deadlines. Also, please review EIC (Local) attached.

**ACADEMIC ACHIEVEMENT  
CLASS RANKING**

**EIC  
( LOCAL)**

**CLASS RANK CALCULATION  
FOR STUDENTS ENTERING  
GRADE 9 IN 2006-2007 AND  
THEREAFTER**

Beginning with students grade 9 in the 2006–2007 school year, class rank for seniors shall be based on a weighted grade point average (GPA) calculated from semester grades earned in grades 9–12 and in any high school course taken in grade 8 for state graduation credit. These semester grades shall be converted to grade points according to the District's weighted grade point scale.

Class rank shall be calculated at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.

**GRADES INCLUDED  
AND EXCLUDED**

Grades earned in dual credit courses and on-line/distance learning courses provided by the District, another district, a regional education service center, or a college or university shall be included in the calculation.

Grades earned in physical education, in athletics, and in any local credit courses shall not be included in this calculation. Courses for which credit is earned in summer school (except dual credit courses) or by examination shall not be included in this calculation.

When a student fails and subsequently retakes a course for credit, both grades shall be included in the calculation.

**TRANSFERRED CREDITS**

Courses transferred from other schools shall be weighted as Regular courses unless identified on a student's transcript as AP, Pre-AP, or dual credit courses. Any course so documented shall be weighted in the same manner as an Advanced course taken in the District.

In the event a numerical value cannot be obtained for a transferred letter grade or for grade in a college course taken for dual credit, the District shall make the following conversion:

1. Grades recorded as A-, A, or A+, or their equivalents, shall be assigned the value of 92, 95, or 98 respectively.
2. Grades recorded as B-, B, or B+ or their equivalents, shall be assigned the value of 82, 85, or 88 respectively.
3. Grades recorded as C-, C, or C+, or their equivalents, shall be assigned the value of 75, 77, or 79 respectively.
4. Grades recorded as D-, D, or D+, or their equivalents, shall be assigned the value of 70, 72, or 74 respectively.
5. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

#### WEIGHTED GRADE SCALE

Beginning with students in grade 9 in the 2006–2007 school year, courses shall be classified and weighted as Advanced and Regular, in accordance with provisions of this policy. Courses classified and weighted as Advanced courses shall include all AP, Pre-AP, and dual credit courses, as well as any other courses designated as Advanced and listed in the student handbook. All other courses included in the calculation shall be classified and weighted as Regular courses.

Semester grades shall be converted in accordance with the following scale:

Grade	Advanced	Regular
100	5.0	4.0
99	4.9	3.9
98	4.8	3.8
97	4.7	3.7
96	4.6	3.6
95	4.5	3.5
94	4.4	3.4
93	4.3	3.3
92	4.2	3.2
91	4.1	3.1
90	4.0	3.0
89	3.9	2.9
88	3.8	2.8
87	3.7	2.7
86	3.6	2.6
85	3.5	2.5
84	3.4	2.4
83	3.3	2.3
82	3.2	2.2



81	3.1	2.1
80	3.0	2.0
79	2.9	1.9
78	2.8	1.8
77	2.7	1.7
76	2.6	1.6
75	2.5	1.5
74	2.4	1.4
73	2.3	1.3
72	2.2	1.2
71	2.1	1.1
70	2.0	1.0
Below 70	0	0

VALEDICTORIAN /  
SALUTATORIAN

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. Beginning with students in grade 9 in the 2006–2007 school year, to be eligible for such recognition, a student must:

1. Have been continuously enrolled in the District high school for the four semesters preceding graduation;
2. Have completed the Recommended Program or the Distinguished Achievement Program for graduation; and
3. Be graduating in no fewer than eight semesters.

TIES

The following methods shall be used, in this order, to determine who shall be recognized as valedictorian and salutatorian if two or more students have the same weighted GPA and those are the highest or second highest in the graduating class:

1. The District shall compute the weighted GPA to a sufficient number of decimal places until the tie is broken.
2. The District shall compare the number of Advanced courses taken by the students involved in the tie.

HONOR GRADUATES

Beginning with students in grade 9 in the 2006–2007 school year, each student graduating under the Recommended or Distinguished Achievement Program and having a cumulative numerical grade average of 90 or higher for all high school coursework shall be recognized as an honor graduate.

## **CLASS SCHEDULES**

Class schedules may be altered within the first week of school with approval of the campus principal. Consideration will be given to the class size and grade level curriculum before any changes will be approved. Schedule changes will only be made for academic reasons. Parental approval may be required for some schedule changes.

## **COLLEGE CREDIT COURSES**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- \*Certain courses taught at the high school campus, which may include courses termed dual credit,
- \*Advanced Placement (AP), or International Baccalaureate (IB);
- \*Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- \*Enrollment in courses taught in conjunction and in partnership with Paris Jr. College
- \*Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or online at [www.celesteisd.org](http://www.celesteisd.org).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **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.]

## **Celeste Computer Acceptable Use Policy Acknowledgement Form ISD Guidelines For Acceptable Use of Electronic Communication Systems:**

(Computer Usage, Internet Access, Telephone Systems) The District's electronic communication system, including the internet, shall be made available to students and school personnel for educational, research, and communication purposes in accordance with the Celeste ISD Guidelines for Acceptable Use of Computers and Networks.

All Internet sites are filtered against unprotected sites that are unsuitable for student viewing and educational research. However, it is possible these sites may be accessed during the course of research through no fault of anyone.

While the District has taken reasonable steps to prevent access to undesirable material, it is impossible to prevent 100% denial to all these sites.

The staff will monitor and supervise computer usage and shall report any incidents of unauthorized or unacceptable access or use.

The following statements of computer ethics and consequences of misuse are to be followed by all technology users in Celeste ISD:

All files and programs on the computer belong to someone. Users shall not erase, rename, or make unusable anyone else's files or programs.

Users shall not authorize anyone else to use their name, login, password, or files for any reason.

Users shall not use CISD computers, networks, or telephone systems for any purposes other than legitimate learning and research purposes. Users also must not use a computer for unlawful purposes, such as the illegal copying, installation, or storage of software.

Users shall not attempt to discover another user's password either at CISD locally or at a remote location.

Users shall not copy, change, or transfer any software provided by CISD, teachers, or another student without permission from a CISD administrator/designee.

Users shall not illegally copy copyrighted software provided by CISD, teachers, or any other source. Note: except as noted in the Copyright Notice at the end of any software document, it is generally illegal to copy any software, which has a copyright. The use of

illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Users shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computers memory, file system, or software. Such software is often called a bug, virus, worm, or some similar name.

Users shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Users also shall not deliberately access any unacceptable, obscene, or objectionable information, language, or images.

Users shall not intentionally damage the system, intentionally damage information not belonging to them, intentionally misuse system sources, or allow others to misuse system resources.

Users shall not tamper with the computers, networks, printers or other associated equipment except as directed by the teacher.

## **Consequences**

Violation of CISD's policies and procedures concerning the use of computers and networks will result in disciplinary action as called for in the Student Code of Conduct. Any or all of the following consequences may be employed:

Loss of computer privileges/Internet access, with length of time to be determined by the administration.

Any campus based disciplinary consequences, including suspension as deemed appropriate by the administration.

Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or in instances when students have used CISD Internet access to violate the law or to compromise another computer network. The campus administrator,

superintendent of schools and finally the law enforcement agency must first review any violations that fall into this category.

## **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.

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.

### **Cheating, Plagiarism, and Academic Dishonesty**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question.

Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

### **Disciplinary Consequences:**

The intent of the discipline management plan is to insure the proper learning environment for all students, to provide adequate and equitable solutions to student behavior, and to inform both the student and parent of the consequences for inappropriate behavior. All rules for student conduct reflect our number one priority – maintaining a safe orderly environment where students can learn and teachers can teach unhindered by disruptions, disrespect, or threat to physical and or emotional safety.

Students whose behavior is not supportive of this environment may be subject to one or more of the following:

#### ***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.

#### ***Detention***

A student may be assigned detention at lunch or outside of school hours on one or more days if the student violates the behavior outlined in this handbook or the Student Code of Conduct. The student assigned detention will be responsible for arranging transportation to or from school depending on when the detention is assigned. Students that do not attend their detention will be given ISS.

### ***Academic Detention***

Academic detention may be assigned as needed for failure to complete assignments. Parents will be notified of the date and time. Academic detentions are served from 3:30 to 4:30 Monday – Thursday or as directed by the staff.

### ***In School Suspension (ISS)***

Misbehavior may result in the student being assigned to this program. A student may be placed in ISS on the first offense. A student may be placed in ISS on the same day of the offense. Inappropriate behavior may result in extra days or assignment to DAEP. Students must complete all work before they are dismissed. Students in ISS cannot attend or participate in any extracurricular activities.

### ***Disciplinary Alternative Education Program (DAEP)***

Students may/must be assigned to the Disciplinary Alternative Education Program for certain behaviors as outlined in the Student Code of Conduct. The DAEP will be located in the Caddo Mills ISD. The minimum assignment to DAEP is 30 days. Transportation will be provided to and from the DAEP. A student will lose weighted courses when sent to DAEP. Students in DAEP cannot attend or participate in any extracurricular activities.

### ***Night School***

Students with excessive absences or discipline problems may be assigned to Night School. The student will remain at school four hours after completing the regular school day. It will be the responsibility of the parent/guardian to see that the student has transportation from Night School. Students may be assigned to Night School for tardies, tutorials, not turning in homework, academic reasons and disciplinary reasons.

### ***Saturday School***

Students with excessive absences or discipline problems may be assigned to Saturday School. It will be the responsibility of the parent/guardian to see that the student has transportation arrangements to and from Saturday School. Students may be assigned Saturday school for tardies, tutorials, not turning in homework, academic reasons and disciplinary reasons.

***\*Other disciplinary consequences may include (but are not limited to) school community service, expulsion, and expulsion to JJAEP (Juvenile Justice System).***

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

### **Disruptions**

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 pagers, radios, MP3 players, IPODS, 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. **The district will not be responsible for any damaged, lost, or stolen electronic device.**

For safety purposes, the district permits students to possess cell phones; however, **cell phones must remain turned off during the instructional day**, including during all testing.

During TAKS TESTING students will be asked to give their phone to the test administrator during the test. **The use of cell phones in locker rooms or restroom areas at any time while at school is strictly prohibited. Disciplinary action will be taken when students use their phones to contact anyone during the school day.**

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.]

### **Telephone Use**

The school telephone is for school business, only in the case of an emergency may a student use the telephone. Students will not be permitted to use the telephone during class time. Messages from parents/guardians will be taken and given to students between classes.

### **Cell Phone Use**

**Cell phone use is prohibited during the school day. Any student using their phone will suffer disciplinary consequences. Students will suffer disciplinary consequences if inappropriate material or texts have been sent to other students while at school or the inappropriate information is in view when the phone is confiscated.**

**Consequences if phone is confiscated with no inappropriate material:**

**First time: \$ 5.00 to get phone back**

**Second time: \$ 10.00 to get phone back (parent must pick up)**

**Third time and each time after: \$ 15.00 (parent must pick up)**

**Disciplinary consequences may also be administered**

### **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 other content will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.**

### **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.

**In the event that a student is being disciplined with an I.S.S., Out of School Suspension, or AEP placement, he or she will not be permitted to attend or participate in these events .**

### **CONTAGIOUS DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal’s office can provide information from the Department of State Health Services regarding these diseases.

### **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

A maximum of 3 credits may be earned through correspondence courses.

### **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 12 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 vocational 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 make an appointment in the office.

### ***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 FFE(LEGAL) and FFG(EXHIBIT).]

### ***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 policies EEJA.]

### ***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 for which the student has had no prior instruction. The dates on which exams are scheduled during the 2010–2011 school year will be June 27, 28, 29 and July 11,12,13.

A student will earn credit with a passing score of at least 90 on the exam.

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 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 parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]



## **ODYSSEY WARE ONLINE LEARNING SYSTEM**

**High School:** Students may be permitted to receive credit through Odyssey instruction. These courses are completed via the internet. All course work must be done at school. Arrangements must be made in order to work outside of the school day. All courses counting as ½ credit must be completed in one semester. Courses taken for one credit must be completed within the school year. The course work and number of outside assignments are pre-set and varies from course to course. A grade of 80 must be achieved before course credit can be earned. Special education will use the student's current IEP for grading purposes.

### ***Possible Conditions for Odyssey usage:***

Credit recovery-the maximum of two (2) credits may be obtained through Odyssey.

Odyssey may be used when the schedule does not allow the class to be taken

When the course is not available or extenuating circumstances

Each case will be approved by a the Principal

### ***Dual Credit Courses/College Courses***

Students in their Junior or Senior year may take dual credit courses through an institution approved by the principal. Dual credit grade equivalents will be as follows: A=95, B=85, C=77, D=72, F=65. High school credit will be given for dual credit courses. These courses will be included in the student's overall GPA, taken on or off the high school campus. [See EIC (LOCAL) for more information]

### ***Career and Technology Programs***

The District offers career and technology programs in agriculture, business, and family and consumer science. Admission to these programs is based on student request.

## ***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. [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. 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 or 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, 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 it 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. A copy of the district's policy is available in the principal's office and in the superintendent's office or online at [www.celesteisd.org](http://www.celesteisd.org). 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 or intimidating 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.

### ***Sexual Harassment***

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. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited 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.

### ***Retaliation***

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is 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. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

### ***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 districts 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 notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event 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.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary 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).

## ***DISTANCE LEARNING***

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

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. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules.

## ***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.

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 campus 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 secretary's office 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 at 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 campus principal for prior review. The campus 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 non-curriculum-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. The District believes there is a close relationship between the dress and grooming of students and their performance and/or behavior at school. Students are expected to be dressed and groomed in a manner conducive to creating a proper educational atmosphere and appropriate for the particular activity in which the student is involved. Students participating in certain extracurricular activities, may be asked to exceed the minimum standard for dress.

Students violating the dress code will not be allowed to attend classes or participate in school activities. Students that do not comply with the dress code will be subject to disciplinary actions.

On special occasions such as dress up day, the Principal may suspend certain portions of the

dress code. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

**The district prohibits any clothing or grooming that in the principal's judgment may cause disruption of or interference with normal school operations. If the principal determines that a student grooming violates the dress code, the student will be given an opportunity to correct the problem at school. A student may call home for proper apparel. If clothes cannot be brought to school, the student may be placed in ISS for the remainder of the day. Continuing infractions may result in disciplinary actions.**

***Items not approved for normal school wear include:***

Clothing that is too tight, too loose, revealing, or intended for other than outer wear. Examples: shorts and skorts shorter than 4 ½ inches above the knee when kneeling, skirts and dresses shorter than 3 inches above the knee (all measurements will be taken in the office)

sleeveless tops, tube tops, tank tops, mesh and /or muscle shirts, large arm openings

bare midriffs (tops should be long enough to cover the torso when a student is sitting down or lifts the arms)

backless, strapless, see through garments, or garments that give the appearance of lingerie.

slits, splits, tears, and holes in clothing

spandex, tights or leggings, sports bras, boxer shorts, nylon wind shorts

clothes that are baggy and/or sagging or give the appearance of sagging or bagging, athletic shorts

long johns or thermal pant as outer wear

torn or cut clothing should not be worn

gothic dress

house-shoes, shoes with wheels or rollers in the sole

clothing that has been worn to physical education class and/or does not meet standards of health and grooming

sleep pants

clothing or jewelry that contains items that are derogatory, disrespectful, discriminatory, vulgar, satanic, skulls, violent, and/or represent or advertise gangs, groups, or school prohibited subjects or products such as drugs, alcohol, or tobacco products, confederate symbols

specialty items of apparel (ex: caps, hats, do-rags, and headbands, large chains or beads, sunglasses, and wallet chains)

body piercing (nose, tongue, eyebrow, belly, etc) with the exception that girls may wear two earrings in the lobes of each ear. Earrings may not extend above the earlobes. (Spacers may not be worn in any piercings.)

***The following are required for students at all times:***

Tattoos must be covered

Appropriate shoes must be worn

All clothing should be hemmed and not cut, torn or frayed

Proper undergarments must be worn and concealed

Shirts which are designed to be tucked inside the pants, must be worn properly

Pants must be worn at the waist and if there are belt loops a belt must be worn

No layering of clothing

Overall straps must be hooked properly

T-shirts may not hang below a standard pants back pocket (Excessively long shirts are not allowed)

Hair should be neat, clean, and well groomed at all times, not disruptive to the learning environment, and conform to community standards. Boys' hair length must not extend past the earlobes, over the eyebrow, or lower than the bottom of a collared shirt. Boys may not wear their hair in a ponytail. Boys placing hair that is too long behind the ears is not permitted. Facial hair is not permitted. This includes beards, mustaches, and/or sideburns below the bottom of the ear lobes. Student hair and eye contact choices are restricted to natural human colors. Make-up is to be of such a nature as to not call attention or be distracting (black lipstick, extended eye make-up). When a student's dress is objectionable under any of the above rules, appropriate disciplinary action will be taken. Students may be placed in ISS on the day of the offense for dress code violations. The principal, in coordination with the sponsor, coach, or other person in charge of an extracurricular activity, may further regulate the dress and grooming of students who participate in the activity.

The dress code is in effect during school and at all school sponsored activities except for outside extracurricular activities where mid-thigh length shorts may be worn. **Any dress code decision not addressed above will be made at the discretion of the principal.**

***Additional Dress Code Requirements for Prom***

There are to be no two-piece dresses worn to the prom. This includes see through or cutout middles and sides.

Dresses with extremely cut backs, or sides are prohibited.

No deep-cut fronts revealing cleavage.

Boys are required to wear proper formal attire.

Dates from other districts or graduated students must comply with the dress code.

***Final approval of appropriate attire will be made at the discretion of the principal.***

***Electronic Online Resources***

**Celeste ISD  
Electronic Online Resources**

<p><b>Celeste ISD Website</b> <a href="http://www.celesteisd.org">http://www.celesteisd.org</a></p>
<p><b>CISD Online Card Catalog</b> <a href="http://destiny.celesteisd.org:8080/">http://destiny.celesteisd.org:8080/</a></p>
<p><b>Celeste High School Online Library Card Catalog</b> <a href="http://destiny.celesteisd.org:8080/common/welcome.jsp?site=101">http://destiny.celesteisd.org:8080/common/welcome.jsp?site=101</a></p>

<b>Celeste Jr. High Online Library Card Catalog</b> <a href="http://destiny.celesteisd.org:8080/common/welcome.jsp?site=102">http://destiny.celesteisd.org:8080/common/welcome.jsp?site=102</a>	
<b>Celeste Elementary Online Library Card Catalog</b> <a href="http://destiny.celesteisd.org:8080/common/welcome.jsp?site=100">http://destiny.celesteisd.org:8080/common/welcome.jsp?site=100</a>	
<b>Citation Style for Research Papers (MLA, APA, Turabian)</b> <a href="http://www.liunet.edu/cwis/cwp/library/workshop/citation.htm">http://www.liunet.edu/cwis/cwp/library/workshop/citation.htm</a>	
<b>Britannica Online School Edition</b> <a href="http://school.eb.com">http://school.eb.com</a> Username: celestehs Password: Ktwelve	<b>Britannica Online Spanish Edition</b> <a href="http://spanish.eb.com">http://spanish.eb.com</a> Username: celestehs Password: Ktwelve
<b>EBSCO Databases</b> <a href="http://search.epnet.com">http://search.epnet.com</a> Username: s8441901 Password: password	<b>NewsBank</b> <a href="http://infoweb.newsbank.com">http://infoweb.newsbank.com</a> Username: celeste Password: library
<b>Access to CISD Websites</b> Cloud - <a href="http://cloud.celesteisd.org/">http://cloud.celesteisd.org/</a> Email - <a href="http://webmail.celesteisd.org/">http://webmail.celesteisd.org/</a> Parent Portal - <a href="http://portal.celesteisd.org/txConnect">http://portal.celesteisd.org/txConnect</a>	

***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.

Eligibility for 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. 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, 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 ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two 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.

**Students cannot participate in or attend school activities when placed in ISS, AEP, or suspended from school.**

**A student must be present for ½ of the day of the event in order to participate in an extracurricular activity.**

Students desiring to participate in the UIL athletic competition shall submit annually in a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

**Please note:** 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 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.]

## **LETTERING POLICY FOR STUDENTS TO RECEIVE LETTER JACKETS**

**Football:** Must play in half the district games or have participated for three consecutive years.

**Cross-Country:** Must have participated in three cross-country meets or have participated for three consecutive years.

**Basketball:** Must play in half the district games or have participated for three consecutive years.

**Baseball:** Must play in half the district games or have participated for three consecutive years.

**Softball:** Must play in half the district games or have participated for three consecutive years.

**Track:** Must have participated in three track meets or have participated for three consecutive years.

**Tennis:** Must have participated in three tennis meets or have participated for three consecutive years.

**Golf:** Must have participated in all golf tournaments if under 3 or have participated for three consecutive years.

**Cheerleaders:** Must have participated for three consecutive years.

**Drum Corp:** Must have participated for three consecutive years.

**Drill Team:** Must have participated for three consecutive years.

**UIL:** Must advance to regionals or have participated for three consecutive years.

**Post-Season:** These participants are only eligible if they dress-out for the game.

Coach's discretion will be used in order to determine if a student should receive a letter jacket.

## ***Extracurricular Participants Random Drug Testing***

The Celeste ISD board policy mandates a drug testing program for all students in grades 7-12 participating in any competitive, school-sponsored, extracurricular activities. This program shall include testing at the beginning of each school year and random testing throughout the school year.



The District will schedule meetings each semester with potential student participants and their parents in preparation for participation in the program the following semester. At each meeting, District officials will explain the drug testing program and provide each parent and student with the policy, the procedures, and the consent form. Each student and the parent of each minor student will be required to sign a consent form annually prior to participation in the drug testing program. Parent signatures will not be required for students who are not minors. If a student or parent of a minor refuses to sign a form granting consent for the drug testing program, the student will not be allowed to participate in the school-sponsored activities for which such testing is required.

The results of any drug test shall be used only to determine eligibility for participation in secondary school athletics and in other high school competitive, school-sponsored, extracurricular activities. Records of drug test results from grade 7-8 shall not affect any student being tested in grades 9-12; the process for determining consequences for positive tests shall begin anew in grade 9. The district shall take no action against a student except as provided in this policy. Nothing in the requirements of the drug testing program shall limit or prohibit application of the District's Student Code of Conduct providing for disciplinary action involving students using, under the influence of, in possession of, or distributing alcohol or illegal drugs on school property or at school-related events, on or off school property.

***All results of drug testing shall be confidential and shall be disclosed only to the student, the student's parents, and designated district officials. No drug test results shall be maintained in a student's records.***

### **Offices and Elections**

Elections for class officers may be held at the first of each year and will be supervised by the sponsor. To be eligible for an elected position the student must meet the requirements for the position and have acceptable discipline.

### **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.

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.

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

### **FUND-RAISING**

Student groups or classes and/or parent groups, booster clubs, PTO's, occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 30 days before the event.

Except as approved by the principal, fund-raising by non-school organization is not permitted on school property. [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 1000 feet of any district-owned or leased property or campus playground.

### **GIFT/FLOWER DELIVERIES**

The school will not be responsible for gifts (flowers, balloons, food/drink, stuffed toys etc.) left for students at school. Gift items may be picked up **after school**. Every reasonable effort will be made to see that everyone is informed that items have been left for him/her.

### **GRADE CLASSIFICATION**

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

Credits Earned	Classification
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	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.

The following system has been established to report student evaluation for the **high school**. Celeste uses exact numeral grade averages for report purposes. (see EIA LOCAL)

89.5 – 100 = A

69.5 – 79.4 = C

79.5 – 89.4 = B

69.4 or below is failing (F)

### **SEMESTER EXAMS**

**All Celeste High School students will take semester exams the first semester. As an incentive for students to make good grades and to attend school, students may be exempt from their exams for the second semester, if they have a semester average of at least an 80 and no more than 5 excused absences for each class for the year and passing the TAKS tests. Students will not be exempt if they have unexcused absences, more than 3 tardies, or have been in ISS or AEP. Each class stands alone with regard to attendance, grades and tardies. Notes will not be accepted after the two days allotted when a student is absent and returns to school**

### **GRADUATION**

#### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of state graduation credits, complete any locally required courses and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

#### **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 Advanced/Distinguished Achievement 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. **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).]

All students must meet the following credit and course requirements for graduation under the programs listed:

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Electives	6.5 credits (2010–2011 and thereafter)	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

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, 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

career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### **Early Graduation**

Students wishing to graduate in less than four years must make written declaration to the principal. The written declaration shall include a statement that the student understands all requirements for early graduation and a plan outlining how the student will complete the required credits and courses for graduation. The reason for requesting early graduation shall also be included. The request must be signed by the student and his/her parent(s) or guardian acknowledging the intent. To be eligible to graduate in less than four years, the student shall complete all course work and exit-level testing. All graduation requirements must be completed prior to the date of the graduation ceremony for the early graduate to participate in the ceremony. The student shall be ranked with the graduating class according to his/her grade point average. Early graduates shall not be eligible for the honors positions of valedictorian or salutatorian, but shall be eligible to apply for all other scholarships. Students graduating ahead of their respective classes are eligible to be included in the list of honor graduates when applicable.

A student graduating at any time other than the end of a school year shall be given a diploma at the time all graduation requirements are met. Rank in class shall be computed with the graduating class.

A student pursuing the early graduation scholarship program must graduate under the Recommended or the Distinguished programs.

### ***Requirements for Early Graduation***

To graduate after the third year of high school (junior year) students must apply before the end of the 1<sup>st</sup> semester of the sophomore year.

To graduate at mid-term of the senior year, students must apply before the end of the 1<sup>st</sup> semester of the junior year.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **Students with Disabilities**

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

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. 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.

### **Graduation Activities**

All graduates are expected to fully participate in all graduation activities. These are school-sponsored events and are under the direction and control of the class sponsors and the principal. A participation agreement, signed by both the student and parent, must be on file prior to commencement. This agreement pertains to proper dress and proper behavior.

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who have been approved by the campus principal will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks. In addition to the opening and closing remarks, the Valedictorian and Salutatorian will also have speaking roles at the graduation ceremony.

[See FNA(LOCAL).]

### **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 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.

### **State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School 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. [For further information, see the principal or counselor and policy EJ(LEGAL).]

### ***School Health Advisory Council***

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the previous school year, and information regarding vending machines in District facilities and student access to the machines is available from the campus principal. [See also policies at BDF,EHAA and FFA (local) for the district' s wellness policy.]

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3– 12. At the end of the school year, a parent may submit a written request to the campus principal 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.]

### ***Tobacco Prohibited***

The district and its staff strictly enforce prohibitions against the use of tobacco products 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.]

Students violating this policy shall be subject to disciplinary action as outlined in the Student Code of Conduct, as well as local, state, and federal laws.

Visitors who violate the policy shall be asked to refrain from using tobacco while in and on school property. Failure to comply with the request will result in the non-complying individual being asked to leave the property by the appropriate supervisory personnel.

### ***Asbestos Management Plan***

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Central Administration office. If you have any questions, please contact Mark Harrison.

### ***Pest Management Plan***

The district applies only pest control products that comply with state and federal guidelines.

Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Mark Harrison.

### ***Homeless Students***

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dana Clark, at 903-568-4721 x 111.

## ***Homework***

Homework will be given at the teacher's discretion. Some courses will have additional requirements for assignments, projects, and selected readings. The teacher will determine grading requirements and grade information will be given out at the start of the year. If there are questions concerning homework in class, a conference with the teacher is encouraged. Students not turning in homework may be assigned to detention or Saturday School.

## ***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 (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. 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, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (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 Department of State Health Services. 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 member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services 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 arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA(LEGAL).]

### ***MAKEUP WORK***

A student absent for any reason is encouraged to make up specific assignments. Students will be given one day to make up assignments for each day missed of school. For example, if a student misses two days of school, he/she will be given two days to make up missed work. This includes the day before a test. A student present the day before a test but absent on the test day is required to make up the test the day he/she returns. It is, however, the responsibility of the student to ask about the assignments for days absent and satisfactorily make up the work within the allotted time. 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. Make up work will be graded for full credit for excused absences. Make up work may be required after an unexcused absence, but credit may not be awarded. For any class missed, the teacher may assign the student additional 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. Suspended students or parents may request assignments during suspension. The assignments are due the day the student returns to school. Each assignment will receive a grade reduction of 30 points.

Late work will not be accepted if a student is present in class.

### ***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 course 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, distance learning, 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 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, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district.

### ***MEDICINE AT SCHOOL***

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 policies at 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.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

In accordance with the guidelines developed with the district's medical advisor; and

When the parent has previously provided written consent to emergency treatment on the district's form.

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 policies at FFAC.]

### **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Students desiring to participate in the UIL athletic competition shall submit annually in a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. [For further information see policy FFAA.]

### **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.

One minute of silence will 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 addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), 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 TAKS.

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

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.

Parents of a student in grades 3-8 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.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the campus principal and policy EIF(LEGAL).]

### ***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 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. Otherwise,

a student will not be released from school at times other than at the end of the school day. Unless the campus principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse or designee will decide whether or not the student should be sent home and will notify the student's parent. **All students leaving campus during the day must sign out through the office.** Parents picking up students during the day will need to come to the office and sign out the student. Release from school procedures also applies to students 18 and older.

### **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 written progress report if their child's performance in any course is near or below 75, or is below the expected level of performance. 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.

Teachers follow grading guidelines that have been approved by the Board of Trustees, 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).]

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 should be returned to the school within 3 days.

### **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 should:

Avoid conduct that is likely to put the student or other students at risk.

Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

Remain alert to and promptly report to a teacher or the principal 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.

### ***Drills: Fire, Tornado, and Other Emergencies***

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

### ***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

### ***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 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***

The superintendent or designee will make an official decision concerning school closing and will announce information as near to 6:00 A.M. as possible by means of radio. Broadcast can be heard on KIKT 93.5 FM, KGVL 1400 AM, or KFYZ 98.3 FM.

The District will also use School Messenger in order to communicate school emergencies, like weather closures, directly through personal email and cell phone by text message.

### ***SAT, ACT, AND OTHER STANDARDIZED TESTS***

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. (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]).

## **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.

Unless the teacher or sponsor overseeing the 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, and unless involved in an activity under the supervision of a teacher, 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 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. National School Lunch Program Forms will be sent home the first week of school or may be obtained in the school office. 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).]

#### ***Meal Prices:***

Breakfast: \$1.50; reduced-\$.30

Lunch: \$2.50; reduced-\$.40

Students may only charge two times.

After two charges students must pay the balance before they may charge again. Until payment is received, the student will be given an alternative meal consisting of a peanut butter sandwich and milk.

Students must remain in the cafeteria until they are dismissed to return to class. Disruptive behavior will not be tolerated in the cafeteria. Students are not allowed to leave campus for lunch. **Parents that bring lunches for students must bring them to the office. Students cannot leave the building to get the lunch. Also, students are not allowed to take food or drink out of the cafeteria.** [For more information, see policy CO(LEGAL).]

### ***Media Center/Library***

The Media Center is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

The media center is open for student use during class time with teacher supervision. Lost library books and fines must be cleared before report cards are given out.

Students may use the computers in the media center once the Acceptable Use Agreement form is signed by both the student and parent and turned in to the office. No food or drink is allowed in the Media Center.

### ***Meetings of Non-curriculum-Related Groups***

Student-organized, student-led non-curriculum-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.

Students must be certain that their lockers are locked, and that the combinations are not available to others. Students must provide the office with a key or combination if a lock is used. If the student forgets their key and did not provide a key to the office, the lock will be cut off.

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.

**Backpacks should be stored within the locker and not left in the hallway or taken to classrooms.**

### ***Vehicles on Campus***

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

All students who drive to school are subject to the following regulations:

Students guilty of poor driving habits will be punished as seen appropriate by the high school principal.



Students must park in the designated student parking.

Once a student has parked in the parking lot in the morning, they are NOT to move it again until school dismisses in the afternoon, unless permission is granted from the office.

Students may not leave the building and go to the parking lot unless permission is granted.

Students may not remain in their vehicle after arriving on campus.

Students driving vehicles to school will park them in the parking space provided for students and will leave the lot immediately in the afternoon. Students will not be allowed to leave at lunch.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicles.

Students will be held responsible for any prohibited objects or substances in their vehicles.

A parking permit will be required for each vehicle a student may drive to campus.

Students must show a valid driver's license and proof of insurance in order to receive a parking permit.

**Any violations of the above regulations could result in the following:**

First offense	Warning
Second offense	1 week of suspended privileges
Third offense	Loss of driving privileges for the remainder of the semester or year.

A student's refusal to allow his/her vehicle to be searched will result in the loss of driving privileges on any school property for the remainder of the school year and may result in disciplinary action.

**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.

**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 counselor or campus principal.

**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.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

### **STUDENT SPEAKERS**

A student who is eligible and wishes to introduce a school event should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

### **SUMMER SCHOOL**

Summer school may be offered for students that qualify. Information will be distributed prior to the end of the school year, if the district plans to offer summer school. A fee may also be charged.

### **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

Mathematics, annually in grades 3–11

Reading, annually in grades 3–9

Writing, including spelling and grammar, in grades 4 and 7

English language arts in grades 10 and 11

Social studies in grades 8, 10, and 11

Science in grades 5, 8, 10, and 11

Any other subject and grade required by federal law

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.

[See policy EKB(LEGAL).]

## **TARDINESS**

### ***Late Arrival to School***

All students are expected to be at school on time, everyday.

All students are expected to be in the classroom and prepared for class when the bell rings.

All tardies are unexcused unless the student has approval from the teacher or office.

### **Consequences for Tardies**

1st time – Free

2nd time – 1 detention

3rd time – 3 detentions

4th time – ISS

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. 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 paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **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. The principal, however, may make an exception if the parent makes a written request 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.

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 [phone number of office providing information].

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (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 nearest home.

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.  
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.

**1st offense: The principal will warn the student and send a letter of warning to the student's parents.**

**2nd offense: The student may be removed from the bus for up to five days. The principal will notify the student's parents by letter.**

**3rd offense: The student will lose his/her riding privileges for the remainder of the semester or school year, depending on the offense. The principal will notify the student's parents by letter.**

**\*\* Major OFFENSE: Any offense considered major by the school principal will result in the immediate loss of bus privileges for the remainder of the semester or school year.**

**Please note: The district may file a complaint against any disruptive or disorderly bus rider in the justice or municipal court.**

## ***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/audio equipment may be used to monitor student behavior 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/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 secretary's office and must comply with all applicable district policies and procedures.

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.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Parents and grandparents are encouraged to eat lunch with their child.

### ***Visitors Participating in Special Programs for Students***

On High School Career Day, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### **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. However, parents may be contacted if the parent is listed on the student's registration form.

### **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's parents are part of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 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*.

**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 accommodations or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

**LAT** stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**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.

**Personal Graduation Plan (PGP)** 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.

**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, general education with appropriate instructional accommodations will be provided.

**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 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; 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.

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

**TAKS-Accommodated** is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

**TAKS-Alternate** is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

**TAKS-Modified** is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

**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.

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