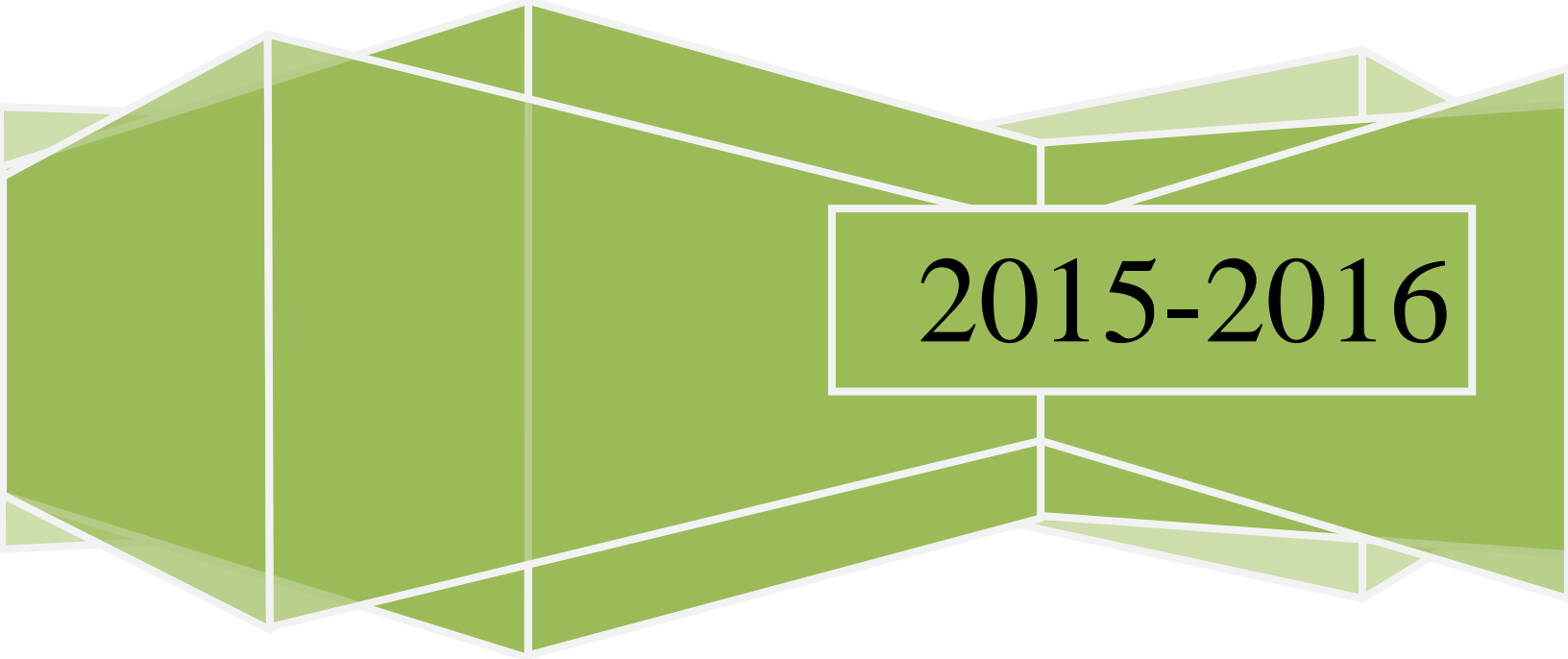




Scurry-Rosser ISD Student Handbook



2015-2016

DISTRICT MISSION STATEMENT

Our purpose is to enable students to pursue excellence, to be competitive in the workplace and in institutions of higher learning, and to make sound, informed, ethical decisions both now and during their future lives.

SCURRY-ROSSER BOARD MEMBERS

Nancy Duggan., President
Randy Robertson, Vice President
Nick Vann, Secretary

Joanna Horton
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Lanny Orman, Jr.
Chris Taliaferro

The Board of Trustees meets in regular session every third Monday at 7:00 PM at the S-R Administration Building at 10705 South State Highway 34.

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PREFACE

To Students and Parents:

Welcome to school year 2015–2016. For this year to be successful for your child, students, parents, teachers and other school staff members must work together. This student handbook is designed to help.

The Scurry-Rosser ISD Student Handbook contains information that both students and parents will need during the school year. The handbook is divided into three sections:

- The first section is for parents and contains information that all parents will need about assisting their child and responding to school-related issues;
- The second section is for students and their parents and provides information about courses, class rank, extracurricular and other activities, technology resources; and
- The third section is general information regarding school operations and requirements.

We have attempted to make the language as straightforward as possible; however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents should be familiar with the Scurry-Rosser ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to this handbook and posted at each campus.

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

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

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. **Also, please complete and return the acknowledgment form on the next page.**

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the district’s policy manual is available in the school office and on the district web site: www.scurry-rosser.com. While every attempt to cite current policy is made in the handbook, policy is continually evaluated, rejected, or adopted creating the potential of some referenced policy not to be aligned in this handbook.

Acknowledgement/Authorization Form

Scurry-Rosser Independent School District

Student Handbook – Authorization Form 2015 – 2016

Student Name (Print) _____ Grade _____

Parent/Guardian Name (Print) _____

Parent/Guardian Name Signature _____

1. Student Handbook Acknowledgement: My child and I have been offered the option to receive a paper copy of the SRISD Student Handbook for 2015 – 2016 or to electronically access the handbook at the district web site www.scurry-rosser.com. Click on Parent Information - then click on Student Documents on the left.

I have chosen to:

- _____ Accept responsibility for accessing the 2015-2016 Student Handbook online and understand the Acceptable Use Policy for technology is included in the handbook.
- _____ Receive a paper copy of the 2015-2016 Student Handbook-contact campus office.

By signing above, you acknowledge you have read the Student Handbook containing information you and your child may need during the school year. If you have any questions regarding the handbook, please contact the campus principal.

2. Notice Regarding Directory Information for School-Sponsored Purposes: (page 8) I have read and understand the guidelines for release of student information for school-sponsored purposes (includes honor roll, yearbook, school newspaper, campus or district web site, recognition activities, news releases or athletic programs) and I

- _____ **DO** give the District permission to use information for school-sponsored purposes.
- _____ **DO NOT** give the District permission to use information for school-sponsored purposes.

3. Notice Regarding Directory Information for Outside of School Purposes: (page 9) Certain information about the district students is considered directory information and must be release to **anyone** who follows the procedure for requesting the information. This objection must be made in writing within 10 school days of your child’s first day of instruction for this school year. Please review pages 8 and 9 of the Student Handbook.

- _____ **IDO** give permission to release Directory Information for non-school related purposes.
- _____ **IDO NOT** give permission to release Directory Information for non-school related purposes.

4. Release of Student Information to Military Recruiter and Institutions of Higher Learning: I have read and understand the guidelines for release of student information to military recruiters and institutions of higher learning and I:

- _____ I **Do** give the District permission to release my student’s name, address, and telephone number
- _____ I **DO NOT** give the District permission to release my student’s name, address, and telephone number.

If this form on page 7 of the Student Handbook is not completed by parent/guardian within 10 school days of child’s first day of instruction of the current school year, the district will assume that permission has been granted for the release of this information.

DIRECTORY INFORMATION – RELEASE OF INFORMATION

For School Purposes

School sponsored purposes can include a photograph in the newspaper for an award, recognition in newspaper for a school activity, any district publication, athletic programs, recognition in the yearbook, or a photograph on the district, campus or teacher web pages.

Item #2 on the Acknowledgement/Authorization Form on page 7 of the Student Handbook

NOTICES REGARDING DIRECTORY INFORMATION AND PARENT’S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

You have the right to inform the district if you will allow certain personal information about your child to be released for school-sponsored purposes. The District has provided a form on *page 7* of the Student Handbook to communicate your wishes about this issue. The Scurry-Rosser Independent School District has designated the following information as “Directory Information”:

- Student’s name
- Address
- Telephone
- E-mail address
- Photograph
- Date and place of birth
- Honors and awards received
- Dates of Attendance
- Enrollment Status
- Grade Level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

If the form on *page 7* of the Student Handbook is not completed by parent/guardian within 10 school days of child’s first day of instruction of the current school year, the district will assume that permission has been granted for the release of this information.

(Continued on next page)

For Outside of School Purposes

Item #3 on the Acknowledgement/Authorization Form on page 7 of the Student Handbook

State law requires the District to give parents/guardians the following information:

“Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about this student. If you do not want Scurry-Rosser ISD to disclose directory information from your child’s education records without your prior written consent, **you must notify the District in writing within 10 school days of child’s first day of instruction for this school year.** The Scurry-Rosser Independent School District has designated the following information as “Directory Information”:

- Student’s name
- Address
- Telephone
- E-mail address
- Photograph
- Date and place of birth
- Honors and awards received
- Dates of Attendance
- Enrollment Status
- Grade Level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

This means that the District must give certain personal information (called “directory information”) about your child to any person who follows procedures to request it, unless you have told the District in writing not to do so. In addition, you have the right to tell the District that it may or may not use certain personal information about your child for specific school-sponsored purposes. See the form on *page 7* of the Student Handbook.

Item #4 on the Acknowledgement/Authorization Form on page 7 of the Student Handbook

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address and phone number of secondary school students enrolled in the District, unless the parent or the eligible student directs the District not to release information to these types of requestors without prior written consent.

If the form on *page 7* of the Student Handbook is not completed by parent/guardian within 10 school days of child’s first day of instruction of this school year, the district will assume that permission has been granted for the release of this information.

Nondiscrimination

Scurry-Rosser ISD does not discriminate in any form including admissions or employment on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including 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 member has been designated to coordinate compliance with these requirements.

- | | |
|--------------------------------|------------------------------|
| • Title IX Coordinator | Section 504 Coordinator |
| • Rhonda Porter | Heather Jestis |
| • Scurry-Rosser ISD | Scurry-Rosser ISD |
| • 10705 South State Highway 34 | 10705 South State Highway 34 |
| • Scurry, TX 75158 | Scurry, TX 75158 |
| • 972.452.8823 ext.1005 | 972.452.8823 ext.1204 |

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youth coordinates services for homeless students: Rhonda Porter at 972-452-8823 ext. 1005.
- Parent Involvement Coordinator, works with parents of students participating in Title I programs: Julie Moeller at 972-452-8823 ext. 1300.

Child Find

Scurry-Rosser ISD offers comprehensive special education services to eligible students ages 3 through 21 years and to children from birth through age 21 years who have a hearing or visual impairment. Children from birth to age three with other disabilities will be referred to appropriate agencies for services. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and is provided other procedural safeguards under federal and state law.

Public school services include screening in the areas of suspected disabilities, such as vision, hearing, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries.

A free, appropriate, public education with a full continuum of services is available. For more information concerning eligibility criteria and referral procedures, contact the principal or counselor of your local campus.

NO CHILD LEFT BEHIND ACT, 2001

Parent Notice on web: www.scurry-rosser.com

Information Requests

Scurry-Rosser ISD receives Title I, Part A funds. In order to meet the requirements of Title I and the No Child Left Behind Act, 2001, parents will be provided the following information upon request and in a timely fashion:

- Whether their child's teacher(s) has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and field of discipline of the certification or degree,
- Whether your child is provided services by paraprofessionals and, if so, their qualifications,
- District and school information and reports, and
- Parent involvement policy.

This information may be obtained from the Scurry-Rosser ISD Administration Office by calling 972-452-8823.

- Parents of Title I students will be notified if their child is being taught by a teacher who is not highly qualified and will receive annual academic assessment results.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Scurry-Rosser ISD Student Handbook includes information on topics of particular interest to you as a parent:

- School events and school-related groups that would welcome your attendance or participation,
- Information you may request about your child's teacher and any instructional paraprofessional who works with your child in the Title I program,
- Your child's grades and progress reports,
- State and local testing and promotion requirements,
- Records pertaining to your child and your rights, under certain circumstances, to consent or deny their release,
- Conferences with your child's teacher, and
- Procedures to follow if you have a concern that isn't resolved by a conference.

YOUR INVOLVEMENT AS A PARENT

Working Together

A child's education succeeds best when there is a strong partnership between home and school and a partnership that thrives on communication. 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. Be sure your child 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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call for an appointment. A teacher may return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

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

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

You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above,

- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information, or
- 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.]

Parents also have a right—

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and 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 service to your child.
- 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.
- Reviewing your child’s student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.
- Granting or denying any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety,
 - When it relates to classroom instruction or a co-curricular or extracurricular activity, or
 - When it relates to media coverage of the school.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information, see policy GKG and contact the campus office for more information.
- Offering to serve as a parent representative on the district-level or campus-level planning committees that assist 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 office for more information.]
- Attending Board meetings to learn more about district operations. [See policies BE and BED for more information.]

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and 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.
- To 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.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL), and the Student Code of Conduct.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request to access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible student may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES GRADING GUIDELINES

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards. A minimum of 10 daily grades must be used per grading period in calculating the average. For grades 6-12 a minimum of three comprehensive tests will be given per grading period for calculating the average. All grades recorded in the teacher grade book must be graded or reviewed by the teachers.

ELEMENTARY GRADE CALCULATIONS

- Pre-K and kindergarten students will receive a locally developed report each grading period.
- For grades 1-5, students should have a least 10 grades per grading period. The grades will be averaged for each grading period.

MIDDLE SCHOOL GRADE CALCULATIONS

- In grades 6–12, achievement is reported to parents as:

Nine Weeks Grade Calculation

1. Tests and special projects - 60%
2. Daily work - 40%

Semester Grade Calculations:

1st 9 wks. Grade 85

2nd 9 wks. Grade 70

$$155/2 = 77.5 = 78 \text{ Semester Average}$$

*Please note –All 8th grade students enrolled in high school classes will follow the high school grading policy.

HIGH SCHOOL GRADES 9-12 GRADE CALCULATIONS

Nine Weeks Grade Calculation

1. Tests and special projects - 60%
2. Daily work - 40%

Semester Grade Calculations:

1st 9 weeks Grade 85

2nd 9 weeks Grade 70

$$9 \text{ weeks Average } 77.5 \times 4 = 309.0$$

Semester test 80 (20% of Semester Grade)

$$309.0 + 80 = 389/5 = 77.8 = 78$$

The actual numerical grade earned will be recorded for all 9 week periods and semester average.

RETEACHING/REMEDIATION/REASSESSMENT

Student grades should reflect mastery of district curriculum objectives, which have been related to essential knowledge and skills.

- Students who receive a failing grade on a test grade will have an opportunity to receive remediation and be reassessed for mastery.

- Students who receive a failing grade on a daily work assignment may have an opportunity to receive remediation and make correction at the classroom teacher's discretion.

In order for the student to be eligible for any reassessment, which could result in a possible change of a recorded grade, the following events must occur:

1. Student completes and submits graded assignment on time (by due date).
2. Student receives a failing grade below 70.
3. After the student receives a hard-copy notice (handed back paper, progress report, etc) of the failing grade the student has to indicate their desire for reassessment within 3 school days.
4. The teacher must provide reasonable remediation activities, which relate to the objectives that were assessed. (These activities might include tutorials, assignment corrections, or other appropriate remedial work).
5. At a scheduled time reasonable for the student and convenient for the teacher (determined by the teacher; usually within 5 days), the student will be reassessed for mastery of content as determined by the teacher.

The reassessment should cover the same basic content at the same level of difficulty as the original assessment. Due to considerations for possible abuse of the reassessment process, a grade no higher than 70 may be earned for a reassessed test grade and grades for corrected daily assignments a grade no higher than an 80 may be earned. Comprehensive semester/final exams and AP coursework are excluded from reassessment.

MAKE UP WORK

The school will provide alternative ways for students to make up work or regain credit lost because of absences. Failure to make up work will result in academic penalties. A student is expected to make up all work missed for any absence. This includes work missed during an approved school sponsored activity. The campus administration will be responsible for notifying the appropriate classroom teacher prior to the time students are absent for school sponsored activities. At least a three-day notification will be given when possible. The student and teacher are responsible for making prompt arrangements in setting deadlines for all make-up work missed.

HOMEWORK

Homework may be assigned by the teacher and related to current subject area content. Assignments should be of reasonable length requiring no more than 20-30 minutes per subject area and should be meaningful. Homework should be checked and returned to the student within three to five days. Special projects will have assigned timelines.

Work assigned prior to an absence is due on the original due date or if absent on the due date, the assignment is due the first day the student returns to class. Students will not delay turning in known assignments for work assigned during the time of the absence because of an absence. Students will have the same number of days to make up work, as they were absent.

If a student knows ahead of time that they are going to be absent, he/she is to contact the teachers and request all assignments. Those assignments are due upon his/her return to class.

Excused absence work is graded at full value.

Unexcused absence work is to be graded at 75% value.

Work missed, which cannot be made up, will count as a "no grade."

Failure to meet the deadlines will result in a zero for the work.

Cheating will result in a grade of a “zero”. Continued misbehavior of this nature may result in disciplinary actions as specified in the student code of conduct.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as STAAR) in the following subjects, as well as routine testing and other measures of achievement.

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–12, with the aid of technology on any assessment test that includes Algebra I
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- English Language Arts I and II
- Social studies in grades 8 and US History
- Science in grades 5, 8, and Biology
- Any other subject and grade required by federal law

PROMOTION AND RETENTION

Grades 1 - 8

In grades 1 - 8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics and either science or social studies. [See policy EIE (LOCAL).]

Promotion standards, as established by the individual education plan (IEP) or grade-level classification of students eligible for special education services will be determined by the ARD committee.

A student who attends an extended year program must attend at least 90 percent of the program days and meet the academic proficiency standards of the course or grade level in order to be promoted. The new requirement results from HB 837 amending Education Code 29.082 (e). [See policy EHBC and EIE.]

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) as a further requirement for promotion.

- In order to be promoted to grade 6, students enrolled in grade 5 beginning must perform satisfactorily on the reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the reading sections of the grade 8 assessment test in English.

- In addition, students in grades 5, and 8 must meet promotion standards established by the district in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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. 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.

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. [See **Graduation** for information regarding new exit-level tests required by state law.]

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 test 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 identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the counselor and policy EIF.]

COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their sophomore or junior year to determine the appropriate exam to take; entrance 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 the TSI test.

NATIONAL TEST DATES

ACT

September 12, 2015
 October 24, 2015
 December 12, 2015
 February 6, 2016
 April 9, 2016
 June 11, 2016

SAT

October 3, 2015
 November 7, 2015
 December 5, 2015
 January 23, 2016
 May 7, 2016
 June 4, 2016

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:

- Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- 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 provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent 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 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 other licensed 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.

PSYCHOTROPIC DRUGS

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]

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.

STUDENT RECORDS

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

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

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

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child's first day of instruction for this school year.

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is not only custodian of all records for currently enrolled students, but also for students who have withdrawn or graduated.

A parent or eligible student may inspect records during regular school hours. If circumstances effectively prevent inspection during these hours, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The addresses of the principals' offices are:

Scurry-Rosser High School
8321 South State Highway 34
Scurry, TX 75158

Scurry-Rosser Middle School
10729 South State Highway 34
Scurry, TX 75158

Scurry-Rosser Elementary School
9511 Silver Creek Drive
Scurry, TX 75158

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

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

In general, the student or parent should first discuss the complaint with the classroom teacher then the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the superintendent. If still unresolved and appropriate, the district provides for the complaint to be presented to the board of trustees in accordance with local policy guidelines.

LEVEL ONE

A student or parent who has a complaint shall request a conference with the principal within ten days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within seven days of the request.

LEVEL TWO

If the outcome of the conference with the principal is not to the student's or parent's satisfaction, the student or parent may request within ten days a conference with the superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's signature and the date of the conference with the principal.

Some complaints require different procedures as listed below. Any campus office or the superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in designated board policy available in the principals' and superintendent's offices. It can also be found on the district web site: www.scurry-rosser.com .

Specialized complaint procedures exist regarding:

- Identification, evaluation or educational placement of a student with a disability--policies EHBA and FB,
- Loss of credit because of excessive absences--policy FEC (legal)
- Removal of a student by a teacher for disciplinary reasons--policy FOA and the Student Code of Conduct,
- Removal of a student to a disciplinary alternative education program--policy FOC and the Student Code of Conduct,
- Expulsion of a student--policy FOD and the Student Code of Conduct,
- Discrimination on the basis of sex--policy FB,
- Harassment of a student on the basis of race, color, religion, national origin, or disability--policy FFH and the Student Code of Conduct,
- Sexual abuse or sexual harassment of a student--policy FFH and the Student Code of Conduct,
- Instructional materials--policy EFA,
- On-campus distribution of non-school materials to students--policy FMA and
- Complaints against district peace officers--policy CKE.

RELEASE OF STUDENTS FROM SCHOOL

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent **at least three days in advance** so that records and documents may be prepared. 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 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 for his/her signature. A copy of the withdrawal form will be given to the student and a copy 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.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. This information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements, options for earning course credit and extracurricular activities and other school-related organizations. Information on awards, honors and scholarships is also included.

ADVANCED PLACEMENT CRITERIA

A student must meet at least one of the following criteria to be selected for the Pre-Advanced Placement and Advanced Placement program.

- Subject grade average of 90 based on the previous four semesters of class work in that subject area (English, math, science, history). Entering sixth grade students need an average of 95 based on previous four semesters.
- Achievement test score must be in the 85th percentile or better on the most recent achievement test taken.

To continue Advance Placement courses, students must maintain a yearly average of 80.

ACADEMIC PROGRAMS

The school counselor provides students and their parents' information regarding academic programs to prepare for higher education and career choices. Ninth graders will be required to enroll in the Foundation High School Program, with endorsements or Distinguished Program.

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in agriculture, accounting, industrial technology, business and homemaking. Admission to these programs is based on requirements and prerequisites set by federal and state rules.

Scurry-Rosser ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CLASS RANK/TOP TEN PERCENT

Valedictorian and Salutatorian

To be eligible for valedictorian or salutatorian honors, a student must have been continuously enrolled in the district high school for the four complete semesters preceding graduation, excluding summer school semesters. The honor of valedictorian shall be given to the senior student making the highest grade point average as determined by the district's class ranking and grade point average procedure. The honor of salutatorian shall be given to the senior student making the next highest grade point average as determined by the district's class ranking and grade point procedure. Grade point average for these honors shall be based on the grades earned through the sixth week of the fourth nine-week grading period.

Conduct

To qualify to give the valedictorian or salutatorian speech, a student shall not have engaged in any serious misconduct violation of the *Student Code of Conduct* resulting in removal to a disciplinary alternative education program or expulsion in grades nine through twelve.

Top Ten Percent

All eligible students whose grade point averages comprise the top ten percent of the graduating class, as determined by the district's procedure, qualify for automatic admission to Texas colleges and universities under Education Code 51.803 and shall be recognized as Top Ten Percent Graduates. Special recognition shall be given to students in the top ten percent of each graduating class. [For further information, see policies at EIC.]

For two school years following their graduation, district graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities in Texas. Students and parents should contact the counselor or administrator for further information about how to apply and the deadline for application. [For further information, see policies at EIC.]

Recognized Graduates

District recognized graduates shall include:

1. Students who have earned a cumulative grade point average of 5.0 or above,
2. Students completing the Distinguished Achievement Program regardless of grade point average, and
3. Students completing the Recommended Program with a grade point average of 4.8 or above.

Students awarded recognized honors at graduation will be determined by grades earned through the sixth week of the nine-week grading period.

Class Rank Calculation

1. The numeric semester average shall earn grade points according to the district weighted grade point scale.
2. Tier 1, Tier 2, and Modified Courses
3. For purposes of class rank, eligible courses designated as advanced placement, pre-advanced placement, gifted/talented, as well as foreign language levels 3 and 4, pre-calculus, and physics shall be weighted as Tier I courses; all other eligible courses shall be weighted as 4.0 courses.

Class Ranking and Grade Point Averages

Class ranking shall be determined by accumulated grade points assigned to semester averages of eligible courses, divided by the number of eligible courses for which final grades were given in grades 9-12 and any eligible high school course taken in eighth grade for which a student earned state graduation credit.

The district shall calculate a student's class rank using only credits attempted in the following content areas as defined by the Texas Essential Knowledge and Skills (TEKS):

English	Excluding-Creative Writing, Journalism, Yearbook, and Newspaper
Mathematics	
Science	
Social Studies	Excluding-Psychology and Sociology / Including-Economics
Foreign Languages	

Exclusions

Grades in course work completed in summer school, night school, correspondence courses, credit by exam, (with or without prior instruction), dual college credit, credit for which only a pass/fail grade (such as A+ or API) was given and credit awarded in a non-accredited instructional setting shall be excluded from class rank calculations. Grades transferred from other schools shall be credited in conformity with the course descriptions approved for the established grading system.

Final Class Rank

Final class rank will be calculated at the end of the school year.

Transfer Students

A student transferring into the district's high school with higher-level course credits shall receive GRADE POINTS counted toward the GRADE POINT AVERAGE according to the list of Tier One courses offered in the district and the grade point scale used for credit earned in the district.

Transfer Credit

Students transferring into the district shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded as follows:

Conversion Scale: A---92 B---82 C---72 D---65 F---60

Modified Courses

For purposes of determining class rank, courses that have been modified by the student's admission, review, dismissal committee as to required content of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's individual educational plan shall not earn the same number of grade points as regular courses. However, courses modified as to methodology shall earn the same number of grade points assigned to regular courses.

Academic Achievement Class Ranking

Weighted Grade Scale

Grade	Tier 1	Tier 2	Modified
100	6.0	5.0	4.0
99	5.9	4.9	3.9
98	5.8	4.8	3.8
97	5.7	4.7	3.7
96	5.6	4.6	3.6

95	5.5	4.5	3.5
94	5.4	4.4	3.4
93	5.3	4.3	3.3
92	5.2	4.2	3.2
91	5.1	4.1	3.1
90	5.0	4.0	3.0
89	4.9	3.9	2.9
88	4.8	3.8	2.8
87	4.7	3.7	2.7
86	4.6	3.6	2.6
85	4.5	3.5	2.5
84	4.4	3.4	2.4
83	4.3	3.3	2.3
82	4.2	3.2	2.2
81	4.1	3.1	2.1
80	4.0	3.0	2.0
79	3.9	2.9	1.9
78	3.8	2.8	1.8
77	3.7	2.7	1.7
76	3.6	2.6	1.6
75	3.5	2.5	1.5
74	3.4	2.4	1.4
73	3.3	2.3	1.3
72	3.2	2.2	1.2
71	3.1	2.1	1.1
70	3.0	2.0	1.0
69 and Below	0.0	0.0	0.0

STATE SCHOLARSHIPS AND GRANTS

Under the Texas Early High School Graduation Scholarship Program, students who complete a Recommended or Distinguished Academic Program may earn financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned. They may be used at public or private Texas 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 Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

CLASS SCHEDULES

Middle School Bell Schedule

8:05 - 8:52	1 st period
8:55 - 9:45	2 nd period
9:48 - 10:35	3 rd period
10:38 - 11:25	4 th period
11:28 - 12:50	5 th period
12:53 - 1:40	6 th period
1:43 - 2:30	7 th period
2:33 - 3:20	8 th period

High School Bell Schedule

8:05 - 8:50	1 st period
8:53 - 9:45	2 nd period
9:48 - 10:35	3 rd period
10:38 - 11:25	4 th period
11:28 - 12:50	5 th period
12:53 - 1:40	6 th period
1:43 - 2:30	7 th period
2:33 - 3:20	8 th period

TECHNOLOGY RESOURCES

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology resources for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only.

Students and their parents should be aware that any use of the district's technology resources is not private and may be monitored by district staff. [For additional information regarding technology resources, see policy CQ.]

INTERNET

Computer Use Agreement

Students are given access to the District's technology resources. The resources are defined as the District's network, servers, computers, mobile devices, telephones, peripherals, applications, databases, library catalog, online resources, internet access, email and any other technology designated by the District for users. Access to the District's technology resources is a privilege, not a right. Access shall be made available to students for instructional purposes only and according to the guidelines set forth in the SRISD's Internet Safety Policy posted on the district web site at www.scurry-rosser.com>Parent Information.

- Appropriate Use Includes (but not limited to)
 - If you are assigned an individual account; do not share your password with anyone else.
 - Students are to utilize the Internet for educational purposes only
 - Users may only open, view, modify or delete their own files.
 - Students will be held responsible at all times for the proper use of their account and must assume personal responsibility to behave ethically and responsibly.
- Inappropriate Use includes (but not limited to)
 - Using the system for any illegal purposes
 - Disabling, bypassing or attempting to disable or bypass any Internet filtering device, monitoring system or other security measures.
 - Gaining unauthorized access to restricted information or resources.
 - Encrypting communications to avoid security review.
 - Borrowing someone's account with or without permission.
 - Posting personal information about yourself or others
 - Downloading or using copyrighted information without permission from the copyright holder.
 - Intentionally introducing a virus to the computer system.
 - Altering computer equipment as set up by the system administrator.
 - Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - Wasting school resources through the improper or unauthorized use of the computer technology resources (e.g. online games, gaming, internet radio, downloading music, watching videos, participating in chat rooms, excessive printing, etc).
 - Access of internet sites that have NO educational bearing are deemed "INAPPROPRIATE".
- Consequences for Inappropriate use
 - Suspension of access to the computer technology resources
 - Revocation of the student account; and/or
 - Other disciplinary or legal actions may be implemented in accordance to the terms and conditions addressed in the student code of conduct and applicable laws.

The district shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation. [For further information, see policy EEJC.]

ODYSSEYWARE/API GUIDELINES

- The ODYSSEYWARE system will be used for credit recovery and credit accrual. A student can only access the ODYSSEYWARE system to regain lost credits in classes where credit was lost due to grade failure or lack of attendance. Credit accrual is only available to seniors, not early graduates, which have been approved by the high school principal or designee for eligible students.
- Students will not be allowed to take ODYSSEYWARE for courses in which they are currently enrolled. For example, a student will not be allowed to enroll into an Algebra 1 ODYSSEYWARE course if he/she is already currently enrolled in an Algebra 1 course in his/her normal schedule.
- If a student fails a course or is denied credit at semester, the student can be enrolled into that course on the ODYSSEYWARE system the following semester.
- Students will only be able to regain a maximum of 2 credits per school year through ODYSSEYWARE.
- Once students complete an ODYSSEYWARE course, the system administrator or designee will print the appropriate documentation and make it available to the counselor or designee for credited reconciliation. Credit cannot be awarded without records provided by the ODYSSEYWARE system administrator or designee.
- ODYSSEYWARE is available for students to use during the entire school day. A student may work on the system before and after school, 7:30-8:00 a.m. or 3:30-4:00 p.m. or during the school day if a student's schedule permits. ODYSSEYWARE courses can also be accessed at night school.
- All courses will be recorded as pass or fail for transcript purposes.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and career and technology opportunities.

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

Personal Counseling

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

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless 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 policy FFE and FFG (EXHIBIT).] Consent is not required for child abuse investigations and reports.

CONCURRENT ENROLLMENT

The student must request permission in writing from the principal to participate in concurrent enrollment. This is due 6 weeks prior to the high school semester in which concurrent enrollment is to begin.

Parents must write a letter stating they approve concurrent enrollment for their child. This is due 6 weeks prior to the high school semester in which concurrent enrollment is to begin.

The student must pass all portions of the STAAR or TSI prior to the high school semester in which concurrent enrollment is to begin, except for Certificate Program Enrollment.

It is the student's responsibility to gain acceptance into a college, register, make payment for and meet the college entrance requirements. Documentation of registration is due in the high school by the end of the six weeks in which concurrent enrollment begins.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In all instances, the district administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy 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 no prior instruction. The dates on which exams are scheduled during the 2015-2016 school year include:

Date Scheduled	Course
October 13, 14, 2015	Elementary, Middle and High School
February 4, 5, 2016	Elementary, Middle and High School
June 6, 7, 2016	Elementary, Middle and High School
August 8, 9, 2016	Elementary, Middle and High School

The passing score required to earn credit on an exam is 80.

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 purchased by the parent from a State Board-approved university on a date other than the published dates. [For further information, see EHBC.]

DISTANCE LEARNING

Credit toward state graduation requirements and college courses may be granted for distance learning courses only as follows.

- Students may earn course credit through distance learning technologies, such as, but not limited to, satellite, Internet, two-way videoconferencing, and instructional television.
- The distance learning courses must include the state-required essential knowledge and skills for such a course.

DUAL CREDIT COURSES/COLLEGE COURSES

Credit may be earned from courses taken from a Texas Education Agency approved institution by students classified as a junior or senior. The college courses and procedures must meet the requirements stated in policy EHDD and policy EHDD (LOCAL). The course(s) may apply toward early graduation. A college grade earned lower than a C will result in no high school credit earned. Students considering dual credit/college courses must take the Texas Success Initiative (TSI) Test or be TSI exempt in order to enroll in classes. There is a tuition fee payable by the student for these classes.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related 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.

State law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competitions, governs eligibility for participation in many of these activities. The following requirements apply to all extracurricular activities.

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local board, 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.
- The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed a maximum of 22 absences in a school year for extracurricular activities.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, cheerleaders, drill team 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 behaviors. Please see your campus sponsor for eligibility guidelines for all groups.

GRADE CLASSIFICATION

CREDIT REQUIREMENTS FOR CLASS PLACEMENT

Credits Earned	Classification
7	Grade 10 (Sophomore)
14	Grade 11 (Junior)
21	Grade 12 (Senior)

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass all state mandated exit-level exams.

<u>Courses</u>	<u>Recommended Program Credits</u>	<u>Distinguished Achievement Program Credits</u>
English	4	4
Mathematics	4 (Algebra 1+)	4 (Algebra 1+)
Science	4	4
Physical Education	1	1
U.S. History	1	1
World Studies	2	2
U.S. Government	½	½
Economics	½	½
Fine Arts	1	1
Foreign Language* (All same language)	2	3
Speech	½	½
W. Studies or Science		
Elective requirements	8.0	7.0
Freshman 2000 and thereafter		
Totals	28.5	28.5*

*Beginning in school year 2015-2016 11th and 12th grade students determined to be at-risk of failing high school according to state and local criteria in any core course shall be required to take a course for acceleration for local credit.

Additional requirement for distinguished graduate includes 4 Advanced External Measures.

A student also must receive any combination of four of the advanced measures approved by the State Board of Education. The advanced measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. For further information, please contact the school counselor on advanced measures.

Purpose of the Distinguished Achievement Program	The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in the arts, sciences, business, industry, or in community service.
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Standard for Approval of Requirements	Advance measures focus on demonstrated student performance at the college professional level. Student performance is assessed through an external review process.
Requirements of the Distinguished Achievement Program	Students follow the Recommended High School Program, must complete the requirements found in 19 TAC §75.152 (h) and receive any combination of four of the following advanced measured measures – (example: two AP examinations, one college course, one research project, four AP examinations). Advanced measures include: Original research/project: Judged by a panel of professionals in the field that is the focus of the project; or Conducted under the direction of mentor(s) and reported to an appropriate audience. Test data: A score of three or above on The College Board Advanced Placement examination, A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students for the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student, College courses: A grade of 3.0 or higher on courses that count for college credit, including tech prep programs.

- GRADUATION PROGRAMS

The district offers the following graduation programs. The counselor can help you decide which program is best for you. [See policy EIF.]

A student entering the ninth grade in 2014-2015 or thereafter will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

	<u>Number of Credits</u>
• Foundation with endorsement	28.0
• Foundation with distinguish	28.0

All students in grade 9 will be required to enroll in the Foundation with endorsement or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement at the appropriate time was reached among:

- The student,
- The student's parent or person acting as parent, and
- The counselor or appropriate administrator.

Certificates of Coursework Completion

A certificate of coursework completion will 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. However, the student must meet the following conditions:

- The student has taken the end-of course assessment instruments each semester the exams have been offered, and
- The student has completed a minimum of four approved supervised STAAR study courses.

The student's academic achievement record shall indicate the date on which the certificate was issued.

EARLY GRADUATES

To be eligible to graduate in three years, the student shall complete all course work and exit-level testing required of the ninth grade class in which he or she begins high school and complete other local requirements as specified. A student wishing to graduate in fewer than four years shall complete and submit a written application to the counselor's office no later than the beginning of his or her junior year. Written parental approval shall be submitted with the application. The student shall receive counseling regarding requirements and schedules. Three-year graduates shall be eligible for all honor positions.

A student's class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins the first day of school and ends the last day of summer school. Summer graduates will tie but not replace other students in class ranking.

Students may graduate early in accordance with preparing a three-year plan showing how and when all graduation requirements and course credits will be met, submitting to the principal for approval, and by adhering to the following guidelines.

- An application for early graduation will be completed and signed by the student, parent, and principal prior to the beginning of the fall semester of the year of graduation.
- Graduates will be disqualified from participation in school activities and organizations after the date of early graduation, except for commencement exercises. A student that is no longer in attendance because of early graduation will be eligible for an honor or election.

Diplomas will not be awarded to early graduates before regular graduation commencement; however, transcripts will be issued to reflect early graduation.

Credit for courses may be earned through resident work, advanced placement (see Policy EEJD), dual credit course/college course work (see Policy EHDD), distance learning courses, high school summer school, credit-by-exam, and night school. It will be the responsibility of the student to contact and enroll in the appropriate programs and to request that a transcript be mailed to the district.

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).

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 support services that are available to all 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 evaluation is needed the parent will be notified and asked to provide consent for evaluation.

The initial evaluation and the resulting report must be completed no later than 45 school days from the day the school receives your written consent, except that if your child has been absent from school during the evaluation period on three or more school days, the evaluation period must be extended by a number of school days equal to the number of school days that your child has been absent. The school must give you a copy of the evaluation report at no cost.

There is an exception to the 45 school day timeline if the school receives your consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year. In this case, the written report must be completed and provided to you by June 30 of that year. However, if your child is absent from school on three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

If you do not consent to the initial evaluation, the school may, but is not required to, pursue the evaluation by asking for mediation or requesting a due process hearing. If the school decides not to pursue the evaluation, the school does not violate the requirement under IDEA to identify, locate, and evaluate all children with disabilities who are in need of special education and related services. This requirement is referred to as the *child find duty*.

If your child is under five years of age by September 1 of the school year and not enrolled in public school, or is enrolled in a private or home school setting regardless of age, the initial evaluation and the resulting report must be completed no later than 45 school days from the day the school receives your written consent.

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 he or she 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 **Heather Jestis** at **972.452.8823**

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.

IN-SCHOOL SUSPENSION

Students who fail to conform to the normal rules and regulations may be assigned to in-school suspension. In-school suspension is designed to provide students with a highly structured, controlled academic setting. All students will be served on their individual campus.

SPECIAL PROGRAMS

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

SUMMER SCHOOL

Courses taken in a Texas Education Agency accredited summer school must have written approval from the principal or designee. Summer school work can be used to make up for credits failed. Summer school courses will not be used in computing class ranking. Summer school information will be made available to parents and students in May.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or legal guardian. However, a student will be provided textbooks for use at school during the school day. In addition, students will be fined for damages of any kind to the textbook.

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included in this section are provisions such as student health and safety issues, fees, the school's expectations for student conduct, use of facilities, such as the cafeteria, library, and transportation services, and emergency closings. For additional information or questions please see the principal.

ATTENDANCE

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

dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB.]

- When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be subject to disciplinary action.
- A student who is absent for any reason should make up specific assignments missed, and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time set by school board policy (See GRADING PROCEDURE.) will receive a grade of zero for the assignment.
- If the decision is made to deny credit,
- Elementary school takes roll check at 10:00 a.m. After that time, students are counted absent for the day, not tardy. For perfect attendance awards at the elementary school, 3 tardies will be considered an absence and the student will not be eligible for a perfect attendance award.

- A student, who is absent from school or from any class without permission, including required tutorials, will be considered truant and will be subject to disciplinary action.
- A student who must leave school during the day must present a note from his or her parent that morning.
- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse or authorized school personnel. The nurse or authorized school personnel will decide whether or not the student should be sent home and will notify the responsible party.
- A student may be excused for a temporary absence resulting from any cause acceptable to the teacher, principal or the superintendent.
- For the purpose of observing religious holy days, including traveling for that purpose, the parent must submit a written request for the excused absence before the absence occurs.
- For treatment by health care professionals, if the student begins classes or returns to school on the same day of the appointment or treatment, he or she will be in attendance for that day.

Credit Lost Due to Lack of Attendance - Attendance Review

The attendance review committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee shall attempt to ensure that its decision is in the best interest of the student.

The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities.

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

1. Board-approved extracurricular activity or public performance subject to limitations in FDD (LEGAL) preceding,
2. Required screening, diagnosis, and treatment for Medicaid-eligible students,
3. Documented health care appointment (If the student begins classes or returns to school on the same day as the appointment, the absence does not count against the student's attendance record.),
4. Temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent,
5. Juvenile court proceeding documented by a probation officer,
6. Absence required by state or local welfare authorities,
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention, and
8. Approved college visitation.

Absences for which the student has shown extenuating circumstances and completed routine make up work shall be considered days of attendance for computing the required percentage of days of attendance.

If extenuating circumstances are not evident, students and parents will be notified and invited to appear before the attendance review committee on behalf of the student or the student, parent, or representative may submit a written petition to the appropriate attendance committee requesting award of credit.

The committee may impose the following conditions to regain credit.

- Make-up work
- Make-up work and pass a competency test in the specified subject area within the time frame specified by the attendance committee.

In all cases, the student must also earn a passing course grade in order to receive credit.

The attendance review committee will meet to hear petitions only on the following dates.

TBA

Petitions submitted by a parent or student and received up to 30 days after the last day of the school year will be reviewed prior to the beginning of the new school year.

APPEALS: The attendance review committee's decision may be appealed to the board of trustees by submitting a written request to the superintendent. Appeals shall be handled as provided by the student complaint policies. [See FNG (LOCAL).]

If a student is absent any days after the attendance review committee meets and before the end of the grading period, those absences must have documentation verifying to the campus principal that the absence(s) is for, 1) necessary medical treatment, (2) death in the immediate family, (3) board-approved extracurricular activity or public performance, (4) required screening, diagnosis, and treatment for Medicaid-eligible students, (5) documented health care appointment, if the student begins classes or returns to school on the same day as the appointment, (6) juvenile court proceeding documented by a probation officer, or (7) absence required by state or local welfare authorities.

[For further information, see policies at EHBC, EIA, FDC, and FDD.]

DRIVER LICENSE ATTENDANCE VERIFICATION

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the high school campus office.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. A list of excludable diseases is maintained on the Texas Department of Health web site at www.tdh.state.tx.us/ideas/report/report.htm.

BACTERIAL MENINGITIS

State law requires the district to provide the following information.

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

CONDUCT

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

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

APPLICABILITY OF SCHOOL RULES

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

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, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

SOCIAL EVENTS

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

CORPORAL PUNISHMENT

Corporal punishment, **at all campuses**—spanking or paddling the student—may be used as a discipline management technique as deemed appropriate by the campus administrator in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

DISRUPTIONS

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

- Interferes with the movement of people in an exit, an entrance, or a hallway of a district building without authorization from an administrator,
- Interferes with an authorized activity by seizing control of all or part of a building,
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly,
- Uses force, violence, or threats to cause disruption during an assembly,
- Interferes with the movement of people at an exit or an entrance to district property,
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator,
- Disrupts classes 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 profane language or any misconduct.), and
- Interferes with the transportation of students in district vehicles.

RADIOS, CD PLAYERS, OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, text messaging devices, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. [See policy FNCE.]

CELL PHONES

Cell phones cannot be used during the instructional school day (8:05 am – 3:20 pm). After-school and before-school usage is permitted. Text-messaging during the day is not allowed. Cell phones are to be stored during the day turned off. Use of the cell phone during the instructional day may result in disciplinary consequence. Cell phones and paging devices may be confiscated and will be returned for a \$15.00 fee at the end of the school day at the discretion of the administrator and/or school designee.

Refusal to turn over device may result in disciplinary actions/consequences. Repeated violations of these rules may result in student removal from campus.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

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

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

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

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

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL).

BULLYING & INTIMIDATION/THREATENING BEHAVIOR

Verbal, written, or implied threats will NOT be tolerated. Inappropriate behavior of this type adversely affects student learning and safety; therefore, threats of ANY kind will be considered “SERIOUS IN NATURE,” and disciplined accordingly. Student removal from campus may occur, and could result in referral to law enforcement as well as immediate placement to DAEP (Discipline Alternative Education Placement).

FREEDOM FROM DISCRIMINATION

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop 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 respond to inappropriate and offensive behaviors that are based on a person’s race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited 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; 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 other district offices.

Examples of prohibited discrimination **may** include, but are not limited to, derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing or etc.; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment **may** include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer is prohibited, even if consensual.

Any student (or the student’s parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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 will be investigated. The

District will attempt to notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

LAW ENFORCEMENT AGENCIES

- Criminal matters may be referred to the school resource officer. Once referred, the school resource officer is at his/her professional discretion in conducting investigation(s) and/or filing charges or not.

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student 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, and
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

- To comply with an order of the juvenile court,
- To comply with the laws of arrest,
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision,
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court,
- To comply with a properly issued directive to take a student into custody, and
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to law enforcement, 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 and
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The yearbooks are available to students.

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

Non-school Materials

Unless a student obtains specific prior approval from the principal, 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 may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-student Non-school Materials

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the district does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the superintendent or designee's decision in accordance with policy. The principal has designated the location for approved non-school materials to be placed for voluntary viewing by other students.

DRESS AND GROOMING

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

SCURRY-ROSSER ISD DRESS AND GROOMING - 2015-2016

The district's dress code is established to teach grooming and hygiene, prevents disruption in the buildings and classrooms, and minimizes safety hazards to the students. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the following guidelines:

Shoes:

- Shoes must be worn at all times.
- 6th grade and up may wear FLIP-FLOPS/SLIDES. Shoes MUST have a heel-strap for safety for all other grades.
- No shower or house shoes permitted.

Shirts/Tops:

Girls

- Shirts and tops should be non-provoking.
- Blouses/Tops must be “crew neck (T-shirts)” or “collared” and tops must cover the upper body.
- See-through clothing, backless tops, halter-tops, crop tops (with a bare midriff), or tank tops (similar to undershirts with narrow straps) are not acceptable for school dress.
- Suggestive symbols or innuendos, such as drugs and alcohol, profane or obscene slogans, or sexual references will not be permitted.
- Midriff noncompliance will be determined by the student having to extend both arms fully into the air. If any bare skin is exposed, the garment will be deemed inappropriate.
- No Tall T’s will be permitted.
- No metal objects/straps are permitted.

Shirts/Tops:

Boys'

- Shirts or tops should be non-provoking
- Tops must be “crew neck (T-shirts)” or “collared and tops must cover the upper body.
- Tank shirts, muscle shirts, or see-through tops will not be permitted.
- Suggestive symbols or innuendos, such as drugs and alcohol, profane or obscene slogans, or sexual references will not be permitted.
- No Tall T’s will be permitted.
- No metal objects/straps are permitted.

Pants/Shorts/Skirts:

- Expected to be clean, non-provoking.
- Jeans/shorts with frays, torn, or holes must be patched. (see guideline on the web page)
- No oversized pants or shorts will be permitted.
- Shorts may be worn as long as they comply with the three inches above the middle of the knee rule.
- Skirts must also comply with the three inches above the middle of the knee rule.
- Biking shorts or tight fitting shorts will not be allowed.
- No cut-off shorts will be permitted unless hemmed.
- No metal objects/straps on pants or shorts are permitted.

***Note: At no time will the student be permitted to leave campus to change clothes.**

Hair/Facial Hair

- Any unnatural hair color cannot be worn, such as green, blue, red, purple, etc.
- Hair must be clean and well groomed. The hair must not obstruct the face.
- No mohawks or distracting hair of any kind for either boys or girls shall be permitted.

Boys:

- Hair must not come down past the top of the shirt collar and the ear lobe must be visible. The hair in the front must be above the eye brows.
- A mustache is the only permitted facial hair, as long as it is well groomed, for high school students only.
- Boys must be clean shaven and sideburns must be above the bottom of the ear lobe.

General Rules:

- Body piercings, **except for girls' earrings**, will not be allowed to be visible at any time. This includes spacers. Appropriate personal hygiene should be practiced. Earrings cannot be covered up by Band-Aids.
- Tattoos must be covered.
- No paraphernalia that implicates the representation of any Law Enforcement agency. (I.E. police/sheriff/FBI/CIA) Texas Penal code 37.12.
- Hanging wallet chains are not allowed.
- No caps or hats are to be worn inside the buildings during school hours.
- No gloves of any style shall be worn.
- No bandanas visible at any time or anywhere.

Boys

- Earrings are not allowed during school hours.
- Neither make-up or painted fingernails will be allowed.

Girls

- Clothing that displays bare skin when normally it would be covered or where it is deemed immodest is prohibited. (I.E., slit skirts, off the shoulder blouses, tank tops, sundresses, backless garments, etc.)

Consequences and Referrals:

- All garments must be appropriate for school. If teachers have any questions about appropriate dress, they will refer the student to the principal or designee. The principal or designee is asked to make decisions concerning questionable dress. Sponsors, coaches, and other persons in charge of curricular, co-curricular, or extra-curricular activities, along with the principal, may regulate the dress and grooming of students who participate in the activity.
- In an effort to bring about the least amount of disruption to the learning process, consequences for non-compliance will be as follows:
 1. The district may furnish appropriate alternative clothing for wear.
 2. The student may be placed in in-school suspension for the remainder of the day or the next available date.

In any disputed dress code infraction, the principal or designee has the final authority to determine appropriate dress and grooming.

NOTE: At no time will the student be permitted to leave campus. Continued non-compliance will result in other, more severe, disciplinary actions.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep,
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities,
- Security deposits,
- Personal physical education and athletic equipment and apparel,
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.,
- Voluntarily purchased student accident insurance,
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district,
- Personal apparel used in extracurricular activities that becomes the property of the student,
- Parking fees and student identification cards,
- Fees for lost, damaged, or overdue library books,
- Fees for driver training courses, if offered,
- Fees for optional courses offered for credit that require use of facilities not available on district premises,
- Summer school for courses that are offered tuition-free during the regular school year,
- A 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 policy FP.]

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event.

Except as approved by the principal, fund-raising is not permitted on school property. [For further information, see policies FJ and GE.]

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The school nurse can provide information on age-appropriate doses. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

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

Immunization Requirements in Texas for Pre-K through 12TH Grade

All students entering K-12 are required to provide documentation of having had the following immunizations

2015-2016 Texas Minimum State Vaccine Requirements

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				
	K – 4 th	5 th - 6 th	7 th	8 th - 11 th	12 th
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	5 doses or 4 doses	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	
Polio ¹	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	
Measles, Mumps, and Rubella ^{1,2} (MMR)	2 doses	2 doses	2 doses and 1 dose rubella and mumps		
Hepatitis B ²	3 doses	3 doses	3 doses	3 doses	
Varicella ^{1,2,3}	2 doses	1 dose	2 doses		
Meningococcal			1 dose		

Hepatitis A ^{1,2}	2 doses			
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Footnotes

1. Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
2. Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine,
3. Three doses, including one dose on or after the 4th birthday.
4. Students will be required to have a booster dose of Tdap only if it has been five years since their last dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
5. Students will be required to have a booster dose of Tdap if it has been ten years since their previous dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
6. Four doses of polio vaccine one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
7. Two doses of MMR vaccine with the 1st dose on or after the 1st birthday. For the 2010-2011 school year, 7th – 12th grade students are required to have two doses of a measles-containing vaccine, and one dose each of mumps and rubella vaccine. Refer to the phase-in schedule to determine when the 2-dose MMR requirement goes into effect for 7th – 12th grade.
8. Two doses of adult hepatitis B vaccine (Recombivax) are acceptable for individuals 11 – 15 years of age. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax)
9. Two doses received on or after the 1st birthday. Refer to the phase-in schedule to determine when the 2-dose Varicella requirement goes into effect for 8th – 12th grade.
10. Two doses with the 1st dose received on or after the 1st birthday.
11. Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.
12. Previous illness may be documented with a written statement from a physician, school nurse, or the child’s parent or guardian containing wording such as: “This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.”

EMERGENCY/MEDICAL/AND TREATMENT INFORMATION

Parents should keep their child’s emergency care information up to date at all times. Emergency phone numbers for parents or other family members who can assume care of the child should be supplied upon enrollment and updated when changes occur throughout the school year. The doctor’s name, student’s allergies, and any health problems should also be addressed.

In the event that an emergency occurs, the school needs signed consent to provide emergency care, which is found on the enrollment form along with emergency phone contacts.

In the event of an emergency and the parents cannot be reached, 911 may be called and the student will be transported to the nearest facility. Please contact the school nurse to update any information.

PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY GRADES

The District has adopted policy to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District’s requirements and programs regarding elementary student physical activity requirements, please see the elementary principal.

PHYSICAL EXAMINATIONS/HEALTH SCREENINGS

Students desiring to participate in UIL athletic competition will submit annually a statement from a licensed physician that the student is physically able to participate in the program.

PRAYER

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

PROM

The Junior-Senior Prom will include only juniors and seniors currently attending Scurry-Rosser High School not to include students in DAEP. It may include dates outside of Scurry-Rosser High School that are currently juniors or seniors attending other district high schools.

The Junior-Senior Prom will be located within a 40-mile radius from Scurry-Rosser High School.

Prom dress will be of a conservative nature. A student improperly dressed will be asked to correct the dress or leave the prom. The principal or designee's decision regarding dress is final.

SAFETY

Accident Prevention

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

- Avoid conduct that is likely to put the student or other students at risk,
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers,
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member,
- Know emergency evacuation routes and signals, and
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- Crossing Highway 34 on foot is prohibited any time during the school day.

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.

Each campus will have crisis plans available for easy access.

Emergency School-Closing Information

Any change in the regular schedule of the school day due to weather conditions will be broadcast on Dallas area radio and TV stations.

SCHOOL FACILITIES

Use By Students Before and After School

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

The following areas are open to students before school, beginning at **7:30 a.m.**

- Scurry-Rosser High School Cafetorium
- Scurry-Rosser Middle School Cafetorium
- Scurry-Rosser Elementary School Cafetorium
- Classrooms with advanced permission and pass from teachers

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 rehearsal, club meetings, athletic practice, 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 for participants established by the sponsor.

Loitering or standing in the halls between or during classes 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.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. [See Food Service Manager to apply.]

		Breakfast	Lunches
2015-2016 Lunch Prices	Elementary School	\$1.25	2.13 (PreK-4 th)
	Secondary Schools	\$1.50	2.63 (5 th -12 th)
	Visiting Adults	\$2.00	3.60
	Employees	\$2.00	3.50

Charges: Please note that charges will only be allowed for up to 2 meals. After the third meal of charges or once the charges reach a negative balance of \$10 no additional charging will be allowed and the student will receive an alternative meal until the charges are paid in full. In addition, the purchase of A la carte snacks and beverages will not be allowed until charges are paid in full.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school day. Library fines may be assessed for overdue books and/or loss of student borrowing privileges may occur.

MEETINGS OF NON-CURRICULUM-RELATED GROUPS

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

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

ASBESTOS MANAGEMENT PLAN

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the administration office. If you have any questions, please contact the maintenance director

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the campus or the maintenance director.

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 in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

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

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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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 district 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.

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 presence 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.]

Drug Detection Dogs/Metal Detectors

- 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 on lockers and 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. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.
- Usage will be at the discretion of the school administrator.

TRANSPORTATION

School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or designee, 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 Vehicle Regulations

1. Buses are for the convenience of the students. Riding a bus is a privilege extended to students. Students are to observe all regulations made for their own safety and the safety of others on the bus.
2. The driver is in charge of the bus conduct of the student on a bus.
3. Students are to be seated after entering a bus and remain seated while the bus is in motion.
4. Students are not to have their arms or any other part of their body out of the window at any time.
5. Scuffling, throwing objects, talking loud, or action in any manner that may cause injury or annoyance to other students or the driver is strictly prohibited.
6. Students are to be on time for the bus; drivers are not expected to delay the route to wait for anyone.
7. Students are not to open rear emergency doors except when instructed by the driver.
8. The student, the parent or guardian of the student, must pay for any willful damage done to the bus.
9. While on school trips, students will not enter the bus until directed by the sponsor or driver.
10. Students shall not carry weapons, explosive devices (fireworks), pointed articles, or knives on the bus.
11. Student shall not smoke or strike lighters or matches on the bus.
12. Students shall not carry or consume intoxicating beverages or prohibited drugs while on a bus.
13. Students shall not take or handle any emergency equipment on the bus.

14. Students shall not yell, scream, whistle, or play radios, tape players, and CD players on the bus unless given permission by the driver.
15. Students shall not carry animals on the bus.
16. No one will be allowed to get off the bus except at home or school, unless authorized in writing by parent or guardian in advance and verified by the school.
17. No food or drink will be consumed on buses.

CONSEQUENCES

FIRST OFFENSE—The student will be warned of the inappropriate behavior and a seat reassignment will occur. Also, the bus driver may implement other discipline management techniques as necessary.

SECOND OFFENSE—The principal will warn the student and notify parent(s) or legal guardian.

THIRD OFFENSE—The student will be removed from the bus for five (5) days. The principal will notify the student's parent(s) or legal guardian.

FOURTH OFFENSE—The student will lose his/her bus riding privileges for up to the remainder of the school semester. The principal will notify the student's parent(s) or legal guardian.

MAJOR OFFENSE—Any offense considered major by the school principal or designee may result in the immediate removal of bus privileges and may carry additional disciplinary consequences.

VIDEO CAMERAS

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

Tapes may be reviewed routinely to document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and authorized visitors 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 principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as the 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.

Visitors Participating in Special Programs for Students

The district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.