

DIBOLL INDEPENDENT SCHOOL DISTRICT  
2009-2010  
JR. HIGH/HIGH SCHOOL  
STUDENT HANDBOOK



DIBOLL INDEPENDENT SCHOOL DISTRICT

WEBSITE:

[www.dibollisd.com](http://www.dibollisd.com)

REVIEWED BY THE DISD BOARD OF TRUSTEES

JULY 28, 2009

DIBOLL INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES

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## **THE MISSION STATEMENT OF DIBOLL INDEPENDENT SCHOOL DISTRICT**

Diboll Independent School District, as the education center of our community, prepares our students for the challenges of the 21<sup>st</sup> Century through the collaborative efforts of parents, staff and community in a safe learning environment.

## **DIBOLL HIGH SCHOOL MISSION STATEMENT**

Promoting a rigorous academic curriculum enabling students to discover educational relevance, provide guidance toward individual programs of study for achieving established goals, while building relationships between school, students, parents, and community members.

## **DIBOLL HIGH SCHOOL MOTTO**

*"Commitment to Excellence"*

## **DIBOLL HIGH SCHOOL SONG**

One pledge we owe to Diboll High is the Pledge of Truth  
And on through life to show her that we cannot fail.  
I'll give my all to my old Alma Mater dear.  
Her praises sing and be glad I played the game  
And won the fame for Diboll High

# DIBOLL HIGH SCHOOL

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**2009-2010**

## **BELL SCHEDULE**

**Warning bell @ 7:55/Tardy @ 8:00**

1 <sup>st</sup> Period	8:00-8:46
2 <sup>nd</sup> Period	8:50-9:36
3 <sup>rd</sup> Period*	9:40-10:10 (AXE Period)
4 <sup>th</sup> Period	10:14-11:00
5 <sup>th</sup> Period	11:04-12:20

**A Lunch** 11:00-11:30

5<sup>th</sup> Period 11:34-12:20

**B lunch** 11:50-12:20

5<sup>th</sup> Period 11:04-11:50

6<sup>th</sup> Period 12:24-1:10

7<sup>th</sup> Period 1:14-2:00

8<sup>th</sup> Period 2:04-2:50

9<sup>th</sup> Period 2:54-3:40

\*Pep Rally

# DIBOLL JUNIOR HIGH SCHOOL

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**2009-2010**  
**BELL SCHEDULE**

**Warning bell @ 7:55/Tardy @ 8:00**

1<sup>st</sup> Period 8:00-8:46

2<sup>nd</sup> Period 8:50-9:20 (Renaissance)

3<sup>rd</sup> Period 9:24-10:10

4<sup>th</sup> Period 10:14-11:00

5<sup>th</sup> Period 11:04-12:20

**A Lunch** 11:00-11:30

5<sup>th</sup> Period 11:34 12:20

**B lunch** 11:50-12:20

5<sup>th</sup> Period 11:04-11:50

6<sup>th</sup> Period 12:24-1:10

7<sup>th</sup> Period 1:14-2:00

8<sup>th</sup> Period 2:04-2:50

9<sup>th</sup> Period 2:54-3:40

**Required Forms:**

All required forms including Student Handbook and Student Code of Conduct forms can be found as part of the forms packet located in each student's registration folder. It is important that all forms be filled out completely and returned to your child's school in a timely fashion.

# DIBOLL INDEPENDENT SCHOOL DISTRICT

## CALENDAR 2009-2010

July 2009							January 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
			1	2	3	4						1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	<19	20	21	22	23	
26	27	28	29	30	31		24	25	26	27	28	29	30	
							31							
August 2009							February 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1			1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	
23	<24	25	26	27	28	29	28							
30	31													
September 2009							March 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
									{1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	21	22	23	24	25	26	27	
27	28	29	30				28	29	30	31				
October 2009							April 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
				1	2	3						1	2*	3
4	{5	6	7	8	9	10	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	25	{26	27	28	29	30		
November 2009							May 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	2	3	4	5	6	7							1	
8	9	10	11	12	13	14	2	3	4	5	6	7	8	
15	{16	17	18	19	20	21	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	16	17	18	19	20	21	22	
29	30						23	24	25	26	27	28	29	
December 2009							June 2010							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
										1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	
27	28	29	30	31			27	28	29	30				

First Six Weeks for Students:  
*Aug. 24 - Oct. 2 (29)*  
 Second Six Weeks for Students  
*Oct. 5 - Nov. 13 (30)*  
 Third Six Weeks for Students  
*Nov. 16 - Jan. 15 (30)*  
 First Semester = 89 days total  
 Fourth Six Weeks for Students:  
*Jan. 19 - Feb. 26 (29)*  
 Fifth Six Weeks for Students:  
*March 1 - Apr. 23 (34)*  
 Sixth Six Weeks for Students:  
*Apr. 26 - June 3 (28)*  
 Second Semester = 91 days total  
 Total Student Days = 180

Teacher Days:  
 Staff Development/Preparation:  
 Aug. 13, 14, 17, 18, 19, 20,  
 Workday  
 Aug. 21

New teacher Orientation : Aug. 11-12

EARLY RELEASE DAYS  
 Oct. 8 - Report Card Day  
 Dec 18, Jan 15, June 3  
 Others To Be Determined

\* Bad Weather Days  
 Apr. 2, 2009; May 31, 2009

- New Teacher Orientation
- Staff Development
- Holiday
- Early Release Days
- ◊ Last day for k-12 students meeting
- Optional Flexible Year Program criteria
- Minimum Nutritional Value Day
- < Semester begins
- > Semester ends
- { 6 weeks reporting period begins
- } 6 weeks reporting period ends

GRADUATION DAY-May 28, 2009

BOARD APPROVED  
 2/24/2009

Early Release Days dependent on waiver.  
 ◊ OFYP Days dependent on application (10 days max)

Please take some time to review these notices and other important information contained in the Student Handbook.

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## PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Diboll ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

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

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Diboll ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found posted at [www.dibollisd.com](http://www.dibollisd.com) or available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the Student Handbook, the current provisions of board policy or the *Student Code of Conduct* are to be followed.

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

Also, please complete and return to your child’s campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Form; and
4. Consent/Opt-Out Form.

[See **Obtaining Information and Protecting Student Rights** on page 4 and **Directory Information** on page 10 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office and online at [www.dibollisd.com](http://www.dibollisd.com)

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Marilyn Hankla at 936-829-4723
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Marilyn Hankla at 936-829-4723.
- All other concerns regarding discrimination: See the superintendent Gary Martel at 936-829-6108.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 23 and **Academic Programs** on page 15.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at Diboll HS at 936-829-5626 or Diboll JH at 936-829-5225 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 43.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the appropriate campus counselor.]
- Participating in campus parent organizations. Parent organizations include: PTSA
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Marilyn Hankla at 936-829-4723.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 37.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## ***PARENTAL RIGHTS***

### **Obtaining Information and Protecting Student Rights**

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

### **“Opting Out” of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Inspecting Surveys**

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

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

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

[Also see **Removing a Student from Human Sexuality Instruction** on page7 for additional information.]

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

The district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

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

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

[See **Student Records** on page 8.]

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Granting Permission to Receive Parenting and Paternity Awareness Instruction**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

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

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

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

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

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

The district will use Worth the Wait as its human sexuality curriculum and instruction component. This component of instruction will be carried out through the Health and Science departments.

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

## **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 42 and policy EC(LEGAL).]

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a

representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

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

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

### **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.]  
[See **Bullying** on page 20, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See the district's (LOCAL) policy on School Safety Transfers.]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See the district's (LEGAL) and (LOCAL) policies on School Safety Transfers.]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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

## ***OTHER IMPORTANT INFORMATION FOR PARENTS***

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

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 55 and contact Cassie Whitsitt at 936-829-4718.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a

special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Cassie Whitsitt at 936-829-4718.

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

### **Accommodations for Children of Military Families**

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

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

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

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Marilyn Hankla at 936-829-4723.

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student

records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

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

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal and/or superintendent is custodian of all records for currently enrolled students at the assigned school. The principal and/or superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

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

The address of the superintendent’s office is 215 N. Temple Drive, Diboll Tx., 75941

The address(es) of the principals’ offices are: Diboll High School, 1000 Lumberjack Drive

Diboll Junior High, 403 Dennis St.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 51, and **Student or Parent Complaints and Concerns** on page 23 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office [www.dibollisd.com](http://www.dibollisd.com).

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

**Please note:**

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

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

**Directory Information**

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

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

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: school and public newspapers, website, extra-curricular programs, yearbooks and student achievement recognitions.

For these specific school-sponsored purposes, the district would like to use your child's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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

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

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

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

### **ABSENCES/ATTENDANCE**

#### **Philosophy**

It is the philosophy of the Diboll ISD and the State of Texas that regular student attendance is essential to increase academic achievement and success. Developing habits of punctuality, self-discipline, and responsibility are expected of all students. It is important that communication and cooperation between the home and school be established. Parents/guardians are encouraged to check with the school when in doubt as to their child's attendance or punctuality. School attendance is a requirement under state law.

#### **Compulsory School Attendance (Texas Education Code, Sec. 25.085)**

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/her eighteenth birthday is required to attend school each school day. Upon enrollment in prekindergarten or kindergarten, a child shall attend school.

The District may initiate withdrawal of a student for nonattendance if the student has been absent 10 consecutive school days, or repeated efforts by the District Truant Officer and/or principal to locate the student have been unsuccessful, or a student 18 years or older has more than five unexcused absences in one semester or trimester. A student shall not receive credit for a class or school year unless the student has maintained a minimum of 90% attendance in that semester/trimester.

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

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

### **Non-Compliance of Attendance Laws/Truancy**

Failure to Attend is defined as an individual, required to attend school under Section 25.085 of the Texas Education Code, who is absent without excuse on ten or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period. An excused absence is determined by the teacher, principal, or superintendent of the school in which the student is enrolled per Section 25.087(a) of the Education Code. It is the parent(s)' responsibility to monitor the student's attendance, and the parent, subsequently, is subject to prosecution (Section 25.093, Texas Education Code) if the student fails to comply with the compulsory attendance laws. The student is also subject to prosecution (Section 25.094, TEC) or referral to the juvenile court if he/she fails to attend school as required by law. An offense is defined by the District as an unexcused absence from one or more classes during a school day (secondary campuses). Excessive absences over the 90% attendance rule must have a doctor's note within three days of each illness (DISD Board Policy: FEC Regulation).

### **Credit (Texas Education Code, Sec. 25.092)**

A student in grades 1-8 shall not receive credit and may not be promoted if he/she has been in attendance fewer than 90% of the 180 school days. Students in grades 8-12 who do not maintain 90% attendance in each class per semester/trimester may not be promoted or receive credit for a semester/trimester course. Attendance is recorded each grading period and reported as part of the report card.

### **Absences**

The District/school supports regular attendance and student success by combining early intervention with prosecutorial enforcement of compulsory attendance laws, as well as incentive programs to recognize good attendance.

If any student fails to attend or the parent/guardian of a school age child fails to send the child to school as required by law, a warning shall be issued by the school and/or the truant officer that attendance is immediately required and a truancy conference is requested. If, after a warning, the student fails to attend and/or the parent/guardian fails to send the child to school as required by law the parent/guardian commits an offense.(Sec. 25.093-25.095, Texas Education Code-Sec. 51.03/54.021, Texas Family Code)

The truant officer or other appropriate school officials shall file a complaint against the student/parent/guardian in court at this time. If the parent/guardian/student is found in violation of the compulsory attendance laws, the court shall assess a penalty which may include, but is not limited to, community service, suspension of a student's driver's license, mandatory summer/Saturday school attendance, and/or a fine up to \$500 for each day a student remains truant. (Code of Criminal Procedures, Article 45.054)

A student absent from school or from any class without parental permission and/or absent from class without the principal's/designee's permission will be considered unexcused and subject to disciplinary action, including, but not limited to, after school/Saturday detention(s),

ISS/Crossroads assignment(s), denial of TEA form necessary for the student's driver's license, police citation and/or a referral to the proper court for appropriate judiciary action.

A student not actually on campus at the time attendance is taken may be considered in attendance if the student is temporarily absent due to an appointment with a health care professional, and if that student commences classes or returns to school on the same day of the appointment WITH A VERIFICATION NOTE FROM THE HEALTH CARE PROFESSIONAL.

It is the responsibility of the parent/guardian to call the school each day of the student absence to explain the reason for absence. The purpose for notifying the school is to ensure that both the school and the parent(s) are aware of the whereabouts of the student and to clarify the absence as excused or unexcused. Parents and students should refer to the campus student handbook for specific school guidelines regarding reporting absences. **ABSENCES NOT CLEARED WITHIN 72 HOURS WILL BE CONSIDERED UNEXCUSED.** A student absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

### **Excused Absence**

Any student may be excused for temporary absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, court proceedings, or any unusual cause acceptable to the principal/designee of the school in which the student is enrolled. Excused absences are not granted for family vacations/trips. When a student's absence for personal illness exceeds four consecutive days, the student shall be required to present a statement from a physician or health clinic verifying the illness or condition that requires the student's extended absence from school. The principal and/or attendance committee may, if the student has established a questionable pattern of absences and/or exceeded the 90% attendance requirement during a semester, also require a physician's or clinic's statement of illness after a single day's absence as a condition of clarifying the absence as one for which there are extenuating circumstances.

### **Unexcused Absence**

An unexcused absence shall be defined as cutting or skipping a full or partial class period, missing more than 10 minutes of a class (including tardies) and any other unacceptable reason as determined by the principal/designee shall be considered unexcused. Unexcused absences also include truancy, (missing class without parent/guardian and/or principal/designee permission). Attendance violations may affect promotion and/or class credit status. The principal/designee may use one or more discipline management techniques after each unexcused absence. District truancy procedures will be followed for any student violating compulsory school attendance laws, including, but not limited to, disciplinary consequences and court referrals/prosecution of student and/or parent violators.

### **Tardies/Early Dismissals**

Student tardiness is considered a disruption and shall not be acceptable. Guidelines regarding tardies, including exceptions, can be found in the campus student handbook. Failure to comply with the guidelines shall result in disciplinary action.

A student must follow campus procedures/notification regarding an early dismissal request and must sign out through the attendance/school office.

### **Make-Up Work For Absences**

Students shall have make-up privileges for excused absences. It is the responsibility of the student to secure assignments missed, and make-up all work according to time allotted by the teacher or make-up policies outlined in the campus student handbook. Failure to complete assignments according to the guidelines will result in no credit for such assignments. Parents/guardians and students should understand that certain types of schoolwork cannot be assigned for completion at home because of teacher explanations and/or special materials that may be needed by the student.

Students who miss school without having an excused absence shall be given an opportunity to make-up academic assignments for a maximum grade of 70. It is the responsibility of the student to secure assignments missed, and make-up all work according to time allotted by the teacher.

### **Decisions on Absences**

The decision of determining excused or unexcused absences shall be the responsibility of the principal/designee, and any absence, regardless of the number, will be considered and dealt with

on its own merit. Violations of attendance policies may result in disciplinary action and/or affect promotion or class credit status.

After absences exceed the number allotted in a semester, the student and parent will be notified in writing by the school administration that the student may be assigned an alternative learning activity to ensure compliance with the state's required attendance percentage. For every absence thereafter, the student may complete an alternative learning activity to support his or her appeal to the attendance committee, if it is deemed appropriate by the counselor or administrator.

### **Appeals Process**

Parents/guardians of students who have accumulated more absences than allowed for class credit may present a written appeal for extenuating circumstances to the Campus Attendance Committee appointed by the principal and authorized by the Board of Trustees. After the review of all pertinent documents (written verification of alternative learning activity/extenuating circumstances) and information, the Campus Attendance Committee may grant a student the opportunity to regain credit by meeting designated requirements. The student shall assume the primary responsibility for all documentation being furnished to the attendance committee for review.

Students whose petitions for credit are denied may appeal the Campus Attendance Committee's decision, in writing, to the Central Office Administrative Committee within two days of the receipt of the Campus Attendance Committee hearing decision notice. The student or the student's parent(s) may appeal in writing the Central Office Administrative Committee decision to the Board within two days of receipt of the Central Office notice. Responsibility for requesting consideration of extenuating circumstances rests with the student and his/her parent/guardian.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must 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 campus office.

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 30 of this handbook and policies at EIF.]

## **AWARDS AND HONORS**

Students will be honored at several venues throughout the year. Parents will receive notice of such events in order to attend.

## **BULLYING**

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

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

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in numerous strands required by the Achieve Texas Program. Entry to these programs is open to all students based upon grades, application and pre-requisites in some courses.

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

## **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed at [www.dibollisd.com](http://www.dibollisd.com). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

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

<http://sapn.nonprofitoffice.com/>

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

### **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

The following guidelines shall be used in the District to determine grade point average for ranking graduates:

1. Students graduating in the classes of 2002 through 2006 shall have weighting factor of 10 points added to each semester grade of local advanced, advanced placement, and gifted/talented courses.

Effective with the class of 2007, students shall have 10 points added to each semester grade of local advanced and pre-advanced placement courses and 15 points added to each semester grade of advanced placement courses and college level dual credit courses that are equivalent to high school advanced placement courses.

Credit shall be awarded for dual credit courses if the courses include all TEKS required for high school course credit. No weighted value for dual credit courses shall be allowed unless the high school offers an equivalent course at the advanced placement level.

Courses modified as to methodology shall earn the same grade points as regular courses; those modified as to content shall earn ten fewer grade points.

All other courses shall be considered grade-level courses and shall not receive the benefit of the weighted grade averages.

2. The resulting weighted grade values shall be added together and the sum divided by the number of semester grade entries.
3. Weighted courses used in determining the GPA/class rank that are listed on the transcript of a transferring student must have been offered as part of the academic program of the respective ninth grade education planning guide that applies to the particular graduating class of the receiving District high school.
4. Semester grades earned during grades 9, 10, 11, and 12 shall be used in calculating the numerical grade average and rank in class, and in determining the honor graduates. Physical education and physical education equivalent courses shall be used in the calculation of GPA/class rank.
5. Driver's education, correspondence, and audited courses shall be excluded from computations of rank in class along with any courses taken at Jr. High for High School credit.
6. In case of a tie in class rank, the following procedure shall be followed to determine the ranking. These criteria are listed in order of importance; the campus principal shall apply them sequentially to the extent necessary to identify the student with the highest class rank.
  - a. The student with the most advanced placement courses.
  - b. The student with the highest numerical grade average of all advanced placement courses taken.

- c. The student with the most local advanced courses.
  - d. The student with the highest numerical grade average of all local advanced courses taken.
7. All students whose grade point averages comprise the top ten percent of the graduating class and qualify for automatic admission under the Education Code 51.803 shall be recognized and eligible for automatic admission into four-year public universities and colleges in Texas if the student:
- Completes the Recommended or Advanced/Distinguished Achievement Program; or
  - Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

A student who completes high school requirements in fewer than four years shall be eligible to be ranked in the top ten percent of the class with which he or she actually graduates for purposes of automatic admission noted above, but shall not be eligible to be selected valedictorian, salutatorian, or top ten for District honors.

8. In order to be selected as valedictorian or salutatorian, the student must have been enrolled in Diboll High School all four years.

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

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

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

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

[For further information, see policies at EIC.]

## **CLASS SCHEDULES**

Schedule will not be change unless legitimate reason can be given to the principal or counselor. A schedule change request form must be filled out and signed by student's parent or guardian. Some schedules may not be changed due to conflicts with the master schedule. Students enrolled in a two semester class will not be allowed to drop the class after the first semester. Schedules will not be changed after the 3<sup>rd</sup> day of the semester. A student will not be dropped from a class due to low grades.

## **COLLEGE CREDIT COURSES**

In addition to the programs offered by the district, Students in grades 9–12 may earn college credit from the following:

Angelina College

Contact information: Mary Ingram at 936-829-5626

## **COMPLAINTS AND CONCERNS**

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

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

## Level 1 Offenses

<b>Behavior</b>	<b>1st Off.</b>	<b>2nd Off.</b>	<b>3rd Off.</b>	<b>4th Off.</b>	<b>5th Off.</b>
Class Disruption	Warning	ASD	ASD	ASD	Administrative
Refusal to follow classroom, rules, participate in classroom activities. Or bring required material	Warning	ASD	ASD	ASD	Administrative
Sleeping in class	Warning	ASD	ASD	ASD	Administrative
Non-approved food or drink item	Warning	ASD	ASD	ASD	Administrative
Tardies	Warning	ASD	ASD	ASD	Administrative
Vehicle/Parking lot violations(minor)	Warning	ASD	ASD	ASD	Administrative
Dishonesty/Cheating	Warning	ASD	ASD	ASD	Administrative
Dress Code Violation	Correction or ISS and ASD	Correction or ISS and ASD	Correction or ISS and ASD	Correction or ISS and ASD	Correction or ISS and ASD
Possession of prohibited item.	Item confiscated and ASD	Item confiscated and ASD	Item confiscated and ASD	Item confiscated and ASD	Item confiscated and ASD

## Level 2 Offenses

<b>Behavior</b>	<b>1st Off.</b>	<b>2nd Off.</b>	<b>3rd Off.</b>	<b>4th Off.</b>	<b>5th Off.</b>
Inappropriate physical contact, horseplay	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP
Inappropriate acts of familiarity	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP
General profanity/obscene gesture	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP
Insubordination/gross and willful failure to comply	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP

Disrespect directed to school employee	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP
Disrespect directed towards a fellow student	2 Days ISS	3 Days ISS	5 Days ISS	10 Days ISS	AEP
Forgery	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Skipping class, leaving class/ campus without permission	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Failure to serve assigned consequence	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Gambling	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Inciting a fight/verbal altercation	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Inappropriate use of electronic devices (camera, phones, etc.)	2 Days ISS*	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Possession of inappropriate items or materials	2 Days ISS	3 Days ISS*	5 Days ISS*	10 Days ISS*	AEP
Violation of the District technology usage policy	2 Days ISS*	3 Days ISS	5 Days ISS*	10 Days ISS*	AEP
Use of electronic devices(MP3, Camera or cell phone during the instructional day. A fee of \$15.00 will be charged for each violation.	Pay fee and student may retrieve	Pay fee and parent required to retrieve	Pay fee and campus administrator will hold for 5 days. Parent must retrieve.	Pay fee and campus administrator will hold for 5 days. Parent must retrieve.	Pay fee and campus administrator will hold for 5 days. Parent must retrieve.
Possession of a tobacco	<b>Citation</b>	<b>Citation</b>	<b>Citation</b>	<b>Citation</b>	<b>Citation</b>
Possession of Fireworks	2 Days ISS	5 Days ISS	AEP		
Possession of a knife (not illegal) Knife will be confiscated in addition to consequence.	2 Days ISS	5 Days ISS	AEP		

\*Note to parents and students: Unless otherwise stated, regardless of the behavior in level two, each time a student is sent to the office he or she will be disciplined based on the number of offenses. The fifth occurrence of a level two offense will trigger a minimum 30 day placement in the Diboll ISD Alternative Education Center.

<b>Level 3 Offense</b>					
<b>Behavior</b>	<b>1st Off.</b>	<b>2nd Off.</b>	<b>3rd Off.</b>	<b>4th Off.</b>	<b>5th Off.</b>
Vandalism/Graffiti- Additional restoration, restitution and /or legal action	5 days ISS	AEP	Admin Decision		
Altering school records	5 days ISS	AEP	Admin Decision		
Fighting – Citation will be issued	5 days ISS	AEP	Admin Decision		
Hazing/Bullying/Retaliation	5 days ISS	AEP	Admin Decision		
Severe insubordination directed towards a school employee	5 days ISS	AEP	Admin Decision		
Failure to report knowledge of a dangerous event, substance, object, or device that could result in bodily harm.	3 days ISS	5 days ISS	AEP	Admin Decision	
Possession, use or under the influence of a controlled substance, illegal drug or alcohol	AEP Citation Issued	Admin Decision			
Assault – Authorities will be contacted	AEP	Admin Decision			
Threaten/Retaliation against a school employee	AEP Expulsion	Expulsion			
Vandalism/criminal mischief – Authorities will be contacted	AEP	Admin Decision			
Fire/Bomb Threat – Authorities will be contacted	Expulsion				
Severe acts of Familiarity – Authorities will be contacted	AEP	Admin Decision			
Gang related acts of violence – Authorities will be contacted	AEP	Admin Decision			
Theft less than 50.00	Restitution 5 days ISS	Restitution AEP			

Theft greater than 50.00	Restitution AEP				
Promoting the Gang Lifestyle(Drawings, Clothing, Hand signs etc...)	Collect item, conference with parent/student	Collect item, notify police, 3 days ISS	Collect item, notify police, 5 days ISS	AEP	

### Corporal Punishment

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

### Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The student/parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

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

### **Other Electronic Devices**

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

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

### **Inappropriate Use of Technology**

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

### **Social Events**

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

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **CORRESPONDENCE COURSES**

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

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

### **Psychological Exams, Tests, or Treatment**

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

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

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

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

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

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

June 9,10,11, 2010

July 6,7,8, 2010

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

### ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

#### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student,

threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

## **Discrimination**

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

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site.

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

## **Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

## **Retaliation**

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

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

## **Reporting Procedures**

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

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

## ***DISCRIMINATION***

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

## ***DISTANCE LEARNING***

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

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

The school newspaper, The Axe, and the yearbook, Diboll High School/ Junior High are available to students.

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

See **Directory Information for School-Sponsored Purposes** on page 11.

### **Nonschool Materials...from students**

Students must obtain prior approval from the campus administrators before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school.

To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated the cafeteria as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Nonschool Materials...from others**

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

Prior review will not be required for:

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

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

### **DRESS AND GROOMING**

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

The dress code is in effect at every school sponsored activity, either at DISD campuses or at any other site where DISD students are in attendance and/or participating. Consequence for not following will be ejection from event and further action could result in a ban of all activities.

The dress code is in effect immediately upon arrival to DHS and DJHS and remains in effect continuously until one is completely off school grounds. If a student's apparel is considered inappropriate by the principal or his designee, the student will be placed in a school issued corrective clothing garment to be worn for an amount of time deemed necessary by the principal or his designee, and the student will immediately be issued a dress code citation and must attend after school detention the following day.

- **SHORTS:** Shorts must be loose fitting and at least fingertip length. Wind shorts are not allowed.
- **SHIRTS:** Loose fitting sleeveless shirts are prohibited. Tank tops or other sleeveless shirts are only permitted if the shoulder strap is 2 ½ inches wide or wider. BARE MIDRIFTS will not be allowed.
- **ADVERTISING, ETC.:** Advertising of alcoholic beverages, drugs, tobacco, other obscene or questionable printing on clothing is prohibited.
- **BODY PIERCING AND TATTOOS:** Body piercing jewelry is prohibited. This would include, but is not limited to nose, lips, mouth, navel, eyebrows, etc. All tattoos must be covered while at school or any school sponsored or school related activities.
- **SAGGING:** Sagging is defined as wearing jeans, trousers, shorts, etc. with the waist of the garment being worn excessively low. This is not appropriate or permissible at school. Visibility of undergarments is not allowed.
- **Mouth Jewelry (Grills):** Any décor worn in the mouth or on the teeth that is not permanently fixed is prohibited.

**BOYS:** All clothing should fit in a manner to avoid comment. Clothing that fits excessively tight or that is extremely oversized may not be worn. All pants and similar clothing, which are designed to be worn around the waist, may not be worn below the waist.

1. **SHOES: Only closed-toed shoes will be allowed. (Any shoe that exposes the toes is prohibited)** Shower shoes, house shoes, flip-flops, shoes with cleats, and skating shoes are not appropriate footwear.
2. **TROUSERS:** Slacks, blue jeans, or other types of full-length trousers are acceptable wear. Pants with holes above the knees are prohibited.
3. **HAIR:** Boy's hair should be cut neatly and often enough to ensure good grooming. The hair must be above the eyebrows, may not be extended below the top of the collar of a dress shirt, and may cover no more than the top half of the ear. No tails or extensions of the hair in the back will be permitted. Sideburns may parallel the bottom of the earlobe. No designs or symbols in the hair will be allowed. Braids will be allowed under the following conditions: No designs, no beads and length cannot extend below the top of the collar of a dress shirt. No twist or Mohawks will be permitted. No hair colors that are extreme (pink, purple, green, etc.) will be allowed.
4. No disruptive type of apparel or ornamentation will be allowed.
5. No earrings are allowed.
6. No hats or head covering of any kind is allowed, unless designated.

7. No beards or goatees are allowed. Well-trimmed mustaches are permitted.

**GIRLS:** All clothing should fit in a manner to avoid comment. Clothing that fits excessively tight or that is extremely oversized may not be worn. All pants and similar clothing, which are designed to be worn around the waist, may not be worn below the waist.

1. **SHOES: Only closed-toed shoes will be allowed. (Any shoe that exposes the toes is prohibited).** Shower shoes, house shoes, flip-flops, shoes with cleats, and skating shoes are not appropriate footwear.
2. **DRESSES, PANT SUITS:** Shorts, skirts, and dresses shall not be shorter than fingertip length and may not provide any revealing features. Plunging necklines and no-back dresses or tops are not appropriate. Pantsuits, shorts, slacks, and jeans are permissible. Appropriate under garments must be worn. Pants with holes above the knees are prohibited. Midriffs must be covered. Shirts, shorts or skirts worn over leggings must be fingertip length.
3. **HATS:** No hats or head covering of any kind is allowed, unless designated.
4. **HAIR:** Girls' hair should be neatly groomed and styled as to not interfere with vision or create a personal safety hazard in science labs, shops, athletics, etc. No hair colors that are extreme (pink, purple, green, etc.) will be allowed.

The principal, in connection with the sponsor, coach, or other person in charge on an extracurricular activity or AEP program, may regulate the dress and grooming of students who participate in the activity or program.

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public

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

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

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 54.]

## Offices and Elections

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 57.]

- 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 administrator. [For further information, see policies at FP.]

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus administrator at least 15 days before the event. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

## **GRADE CLASSIFICATION**

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

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

## **GRADING GUIDELINES**

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

### **GRADING POLICY FOR DJH**

The administration and teachers at Diboll Junior High believe that our grading policy will foster a more serious attitude toward academic and will promote fairness and consistency for all of our students. Each teacher will record a numerical grade on the report card for each six weeks. The following will be the grade code for report cards.

In grades 6-8, achievement is reported to parents as:

90 to 100 = A

80 to 89 = B

70 to 79 = C

Below 70 = Failing

#### Six Weeks Averages:

A six weeks grade will be determined by the following calculations:

- 67 % = Major Grades
- 33 % = Daily Grades

Major Grades – There will be a minimum of 3 major grades recorded. Major grades will include, but will not be limited to unit or chapter test, projects, major reports or research papers that would be counted as a major grade.

Daily Grades – There will be a minimum of 6 daily grades recorded. Daily grades will include, but will not be limited to, class work and all other homework assignments.

#### Semester and Yearly Averages:

Students will have six-week tests at the end of each grading period. Each grading period will count as 1/3 a students semester average. Semester comprehensive exams will only be administered in those classes granting high school credit.

##### First Semester Grade:

Grading Period One: 1/3

Grading Period Two: 1/3

Grading Period Three:1/3

##### Second Semester Grade:

Grading Period Four: 1/3

Grading Period Five: 1/3

Grading Period Six: 1/3

First Semester and Second Semester grades are averaged together for Final Grade.

#### **Citizenship Grades:**

Grading for conduct shall be as follows in all classes:

“E” - Excellent

“S” - Satisfactory

“N” - Needs Improvement

“U” – Unsatisfactory

## **GRADING GUIDELINES FOR DHS**

In grades 9 to 12, achievement is reported to parents as:

90 to 100 = A

80 to 89 = B

70 to 79 = C

Below 70 = Failing

Six-week averages will be determined by the following calculations:

All classes except AP/Honors	AP/Honors
67% Major Grades	75% Major Grades
33% Daily Grades	25% Daily Grades

Major Grades – There will be a minimum of 3 major grades recorded. Major grades will include, but will not be limited to unit or chapter test, projects, major reports or research papers that would be counted as a major grade.

Daily Grades – There will be a minimum of 6 daily grades recorded. Daily grades will include, but will not be limited to, class work and all other homework assignments.

Semester Averages will be determined by the following calculations:

First six weeks average	2/7
Second six weeks average	2/7
Third six weeks average	2/7
Semester Exam	1/7

All teachers will give Semester Exams. Any student having a 69 average after the semester exam may retake the semester exam.

Citizenship Grades or Conduct shall be as follows in all classes:

“E” Excellent

“S” Satisfactory

“N” Needs Improvement

“U” Unsatisfactory

# **GRADUATION**

## **Requirements for a Diploma**

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

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

## **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

- Minimum Program 28 credits
- Recommended Program 28 credits
- Advanced/Distinguished Achievement Program 28 credits

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

## **Certificates of Coursework Completion**

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

## **Students with Disabilities**

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

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

[See FMH(LEGAL).]

## **Graduation Activities**

Graduation activities will include:

- Graduation practice
- Graduation ceremonies

## **Graduation Speakers**

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

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

In addition to the opening and closing remarks, the students who meet requirements and are selected may also have speaking roles at the graduation ceremony.

For student speakers at other school events, see *STUDENT SPEAKERS* on page 56.

[See FNA(LOCAL).]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for

graduation. The expenses often are incurred in the junior year or first semester of the senior year. See **Student Fees** on page 37.

## **State Scholarships and Grants**

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

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

## **HARASSMENT**

See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.

## **HEALTH-RELATED MATTERS**

### **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the district nursing coordinator. [See also policies at BDF and EHAA.]

[See **Removing a Student from Human Sexuality Instruction** on page 7 for additional information.]

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the appropriate campus administrator to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Vending Machines**

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

## **Other Health-Related Matters**

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the campus office. If you have any questions, please contact Larry Cook at 936-829-5814.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Larry Cook at 936-829-5814

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Janice Koether at 936-829-6257.

## **HOMEWORK**

Diboll ISD homework policy

### **Homework is:**

An extension of independent practice.

Ideally used to reinforce concepts originally taught in the classroom.

Needed for missed assignments due to absences.

Make-up work.

Short assignments and long-term projects.

Review for a test.

Coordinated with other teachers who share the students, as possible.

Graded and returned to the students.

Designed to be respectful of students' time.

Examples of types of homework include long-term projects, reading assignments, math practice, and test preparation.

**Homework is not:**

Punishment for student misbehavior.

Assignments to keep students busy.

Repetition of skills a student has already mastered.

Assigned the night before TAKS tests or six weeks or semester examinations.

Assigned over weekend and holidays for grades kindergarten through grade 8.

Worksheets not directly tied to class objectives.

**These guidelines are for the typical student on a daily basis.**

Kindergarten-grade 2: 1-3 assignments not to exceed 20 minutes maximum total

Grades 3-4: 2-3 assignments not to exceed 40 minutes maximum total

Grades 5-6: 2-3 assignments not to exceed 60 minutes maximum total

Grades 7-8: 3-4 assignments, each one averaging 20 minutes; not to exceed 80 minutes total.

At times you will be asked by the office to provide homework or makeup work for children who have been sick. We will give you as much time as possible to get this together. Make sure that any work needed is sent to the office at the appropriate time.

## **IDENTIFICATION BADGES**

In order to ensure safety of all students and staff, students in grade 6-12 will be required to wear school issued ID badges. Students must wear their ID badge at school and all school related activities. ID Badges must be predominantly displayed by using either a lanyard or clip. School IDs will remain the property of the school district and must be surrendered upon request. Disciplinary action will be taken if a student is found using or in possession of an ID belonging to another person. It is strictly prohibited to alter, change, or deface the ID card in any way.

**Consequences:**

Students who are out of compliance with the DISD ID policy will be subject to Disciplinary actions. Discipline may be in the form of lunch detentions, after school detentions and In School Suspension.

**Procedures for purchasing a new ID badge:**

**Diboll Junior High**

Students needing to purchase a new ID will report to the gym between 7:30 am and 7:55 am. Students will sign the new ID sheet with first and last name and ID number. If time permits student will be given a new ID or a temporary ID until the new one can be printed. Students must wear temporary ID to gain access to first period. Students who are still wearing a temporary ID at lunch will be moved to the end of the lunch line. Students who have not purchased an ID by the end of the day will be referred for disciplinary action.

### **Diboll High School**

Students needing to purchase a new ID will report to the library between 7:30 a.m. and 7:55 a.m. Students will sign the new ID roster with first and last names and their ID number. A temporary ID will be available to allow the students to attend classes until a new ID is printed. Students wearing temporary ID's will be moved to the end of the lunch line. If a new ID is not purchased by the end of the school day will be referred for disciplinary action.

### **Replacement cost:**

Students who lose their ID badges will be charged a \$2.00 fee for the Badge and a \$3.00 dollar fee on the lanyard if necessary.

### ***IMMUNIZATION***

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

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

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

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments Because of Absence**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

### **DAEP Makeup Work**

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

### **In-school Suspension Makeup Work**

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

## ***MEDICINE AT SCHOOL***

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

## **Psychotropic Drugs**

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on page 41.]

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

A student desiring to participate in the UIL athletic program shall submit annually a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program.

The District may provide additional screening as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 7.]

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

## ***PRAYER***

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

## ***PROMOTION AND RETENTION***

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

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in at least four of the following areas: English, reading, mathematics, science, and social studies.

Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See EI.local] Changes in grade level classification shall be made in the beginning of the fall semester.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

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

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

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

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

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

## ***RELEASE OF STUDENTS FROM SCHOOL***

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 3 weeks.

At the end of the first three weeks of a grading period parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 3 for how to schedule a conference.]

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

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

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

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 31.]

## **SAFETY**

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

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

## **Accident Insurance**

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

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

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

### **DJHS Safety Procedures:**

In the event that students must be evacuated or held in place, a single emergency siren will sound around campus followed by an announcement by the principal or designee describing the actual emergency. Routinely practiced emergency maneuvers will then go into effect. An “all clear” bell will sound when it is safe to resume normal activities.

### **DHS Safety Procedures:**

In the event that students must be evacuated or held in place, a single emergency siren will sound around campus followed by an announcement by the principal or designee describing the actual emergency. Routinely practiced emergency maneuvers will then go into effect. An announcement will be made when it is safe to resume normal activities.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

In case of emergency closure, use of the district call out system will be used if time permits. Please refer to your local radio and television channels for up to date information.

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

## ***SCHOOL FACILITIES***

### **Use By Students Before and After School**

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

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

- Cafeteria
- Gym

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

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

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

### **Library**

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

### **Meetings of Noncurriculum-Related Groups**

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

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

## **SEARCHES**

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

### **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

### **Vehicles on Campus**

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

### **Trained Dogs**

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

### **Metal Detectors**

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

### **Drug-Testing**

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 55.]

## **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 Marilyn Hankla at 936-829-4723.

## **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events:

1. Pep rallies, and
2. Extracurricular banquets and award ceremonies.

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

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

[See FNA(LOCAL).]

## **SUMMER SCHOOL**

Summer school may be required of students in order to make up credits and gain promotion to the next grade.

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

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11

- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

## **TARDINESS**

A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

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

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

## **TRANSFERS**

[See **Requesting Transfers for Your Child**, on page 8, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 8, for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Daniel Zarzoza at 936-829-5814.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to

behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

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

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

The following minor and major offenses and their consequences will be used to administer transportation discipline. These offenses will be by semester. At the beginning of each semester students begin anew.

**Minor Offenses:**

1. Will not stay seated.
2. Not in assigned seat.
3. Standing/up moving around while bus is in motion.
4. Excessive loudness, screaming or hollering.
5. Name calling, bothering others.
6. Horseplay
7. Littering the bus.
8. Tardy to bus stop.
9. Failure to follow instructions.
10. Popping rubber bands.
11. Being disrespectful to other students or driver.
12. Pushing, shoving, or scuffling
13. Pinching/kicking
14. Throwing object

**Consequences for Minor Offenses:**

- 1<sup>st</sup> offense – Driver will give the student a verbal warning.
- 2<sup>nd</sup> offense – Driver will move the student to front area (first five seats) of the bus.
- 3<sup>rd</sup> offense – Driver will write student up on a referral and send to the principal for discipline.
- 4<sup>th</sup> offense – Suspension from the bus for 1-3 days.
- 5<sup>th</sup> offense – Suspension from the bus for 4-6 days.
- 6<sup>th</sup> offense – Suspension from the bus for 7-10 days.
- 7<sup>th</sup> offense – Suspension from the bus for six weeks.
- 8<sup>th</sup> offense – Suspension from the bus for the rest of the semester.
- 9<sup>th</sup> offense – Suspension from the bus for the remainder of the school year.

**Major Offenses:**

1. Insubordination to driver
2. Throwing objects (that can cause injury)
3. Hitting/slapping
4. Gouging with pen/pencil
5. Putting head, arms, feet, legs out the window.
6. Profanity or obscene gestures
7. Verbal threats
8. Minor vandalism to the bus

**Consequences for Major Offenses:**

- 1<sup>st</sup> offense – Driver writes up student. Suspension from the bus for 3 days.
  - 2<sup>nd</sup> offense – Suspension from the bus for 5 days.
  - 3<sup>rd</sup> offense – Suspension from the bus for six weeks.
  - 4<sup>th</sup> offense – Suspension from the bus for the rest of the semester.
  - 5<sup>th</sup> offense – Suspension from the bus for the remainder of the school year.
- If the incident involves damage to the bus, the student can be held responsible for restitution  
- \* See Below.

**Extreme Offenses:**

1. Major vandalism to the bus.
2. Harassment/sexual harassment
3. Fighting or physical assault
4. Weapons/knives
5. Tobacco
6. Racial Slurs

7. Terroristic Threat

**Consequences for Extreme Offenses:**

(At the discretion of the Principal, Assistant Principal and/or Director of Transportation)

- In-school suspension
- Suspension from the bus
- AEP Placement
- Restitution

**\* See Below**

\* In addition to the loss of bus riding privilege, the principal also may enforce consequences listed in the Student Code of Conduct.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. The driver shall attempt to correct the misbehavior of the passenger.
2. If the driver is unable to resolve the problem, the principal shall be notified immediately, or if the incident occurs in the afternoon, not later than the morning of the next school day.
3. The principal and/or designee shall investigate the incident and notify the driver of the action taken.
4. A conference involving the principal, the student passenger, the driver, and parents may be required.
5. The principal and/or designee may suspend the student's bus riding privileges. If such suspension occurs, the parents shall be notified prior to the time the suspension takes effect.
6. In the case of serious misconduct that endangers the safety of the other or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held. Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's IEP.
7. Video cameras may be used in District vehicles to promote compliance with the rules of conduct. Videotapes are protected student records subject to the provisions in the Policies and Procedures Manual.

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and

will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

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

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

## **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## GLOSSARY

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

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

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

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

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

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

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

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

**Personal Graduation Plan (PGP)** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

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

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

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

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

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

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

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

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

**APPENDIX I:  
Acknowledgment Form—Amendment**

My child and I have received a copy of the Diboll ISD *Student Handbook* Amendment #            dated                           .

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX II:  
Use of Student Work in District Publications**

Occasionally, the Diboll ISD wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_