

**Glasscock County
Independent School District**

Garden City High School
2011-2012
Student Handbook

“Where Pride Sets The Standard”

Adopted by the Glasscock County ISD Board of Trustees
August 8, 2011

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PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give Glasscock Co ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in alphabetical order.

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with us, the school officials, to make your children’s experience with the Glasscock County public schools a positive educational experience.

The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the handbook in a way that it is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at anytime at the discretion of the school district. If the district makes changes to the Handbook during the school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

ACKNOWLEDGEMENT

Dear Student and Parent:

The Glasscock County Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student's teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student's school. Thank you.

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We acknowledge that we have received the GCISD Student Handbook for the 2011-12 school year, and that we are responsible for reading and understanding the information contained here.

Student Name: _____
(Please print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please print)

Parent Signature: _____ Date: _____

School: _____ Grade Level: _____

Do Not Tear Out!
This form is in another packet.

REQUIRED LEGAL NOTICES

Nondiscrimination: Glasscock Co ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin, or disability as amended. The district complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Steve Long, whose office is located at the GCISD Administration Building and who can be reached by Telephone by calling 354-2230.

The Section 504 Coordinator for the school district is Gary Jones, whose office is located at Garden City High School and who can be reached by telephone by calling 354-2244.

Homeless Liaison and Title I Participants

Tracye Spencer is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Mrs. Spencer at 354-2244.

Steve Long is our Parent Involvement Coordinator who works with families and children participating the Title I programs. If you have questions about the program or need assistance related to the program, contact Mr. Long at 354-2230.

Family Educational Rights and Privacy Act: The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents- whether married, divorced, or separated- and any other person with whom the child resides and who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy of their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy of his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8 a.m. to 4 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can student or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of the education records with at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in the Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees, or agents of the district including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district's legal counsel, who have a "legitimate education interest" in the records, meaning they are persons who work directly with our child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are

reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the district's online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

If you do not want Glasscock Co ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 1, 2011.

Glasscock County ISD has designated the following information about your child as directory information: name, address, telephone listing, school e-mail address, photograph, degrees, honors, awards received, date of birth, place of birth, major field of study, dates of attendance, grade level, most recent school attended, security recordings unless used to impose discipline, participation in officially recognized activities and sports, height and weight of member of athletic teams.

- If you DO NOT want us to release ANY information about your child without your written consent, check this box and return the form by September 1, 2011.

We have designated the following categories of directory information as pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook, or official school publication including the school's website and programs for school-sponsored events.

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Telephone listing	<input type="checkbox"/> School Electronic mail address
<input type="checkbox"/> Photograph	<input type="checkbox"/> Degrees, honors, awards received
<input type="checkbox"/> Grade level	<input type="checkbox"/> Most recent school attended
<input type="checkbox"/> Participation in officially recognized activities and sports	<input type="checkbox"/> Height & weight of member of athletic teams

- If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form to us by September 1, 2011.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form to us by September 1, 2011.

Glasscock County ISD receives federal funds under the Elementary and Secondary Education ACT of 1965 (20 U.S.C. & 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

- If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box. Please note that you may not selective withhold this information from military recruiters but provide it to institutions of higher education.

Student Name (printed)

Parent/ Guardian Name (printed)

Parent/ Guardian Signature

Date

Do Not Tear Out! This Form Is In Another Packet.

Protection of Pupil Rights Amendment: We do not require students to participate in and surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is and adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys they concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. Political affiliations or beliefs of the student or his or her parents;
2. Mental or psychological problems of the student or his or her family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incrimination, or demeaning behavior;
5. Critical appraisals of other with whom the responding students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or his or her parent;
8. Income, other than as required by law to determine program eligibility.

Invasion Examination or Screenings: We do not perform any invasive physical examination or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications: you may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

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 student to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for 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 evaluations 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 their right if they disagree 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 designate person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Karen Hall

Phone Number: 267-5858 or 354-2243

GENERAL INFORMATION

2011-2012 SCHOOL CALANDER

First Day of School- August 22, 2011

School Holidays- September 5, 2011 (Labor Day); October 10, 2011; November 23-25, 2011 (Thanksgiving Holiday); December 19-30, 2011 (Christmas Holiday); March 12-16, 2012 (Spring Break)

Bad Weather Days- April 6 and 9, 2012

End of Six-Week Periods- September 30, 2011; November 11, 2011; January 13, 2012; February 24, 2012; April 13, 2012; May 25, 2012

Last Day of School and Graduation- May 25, 2012

ACADEMIC DISHONESTY/ CHEATING/ PLAGIARISM

Academic dishonesty is not acceptable. Cheating includes the copying of another student's work- **Homework, Classwork, and Test Answer, etc.**- as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will lose all credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct. In addition, the teacher will contact the student's parent in writing, and turn the information into the Principal's office. If the student is in National Honor Society or Student Council, sponsors will be notified.

ACT/ SAT INFORMATION

Registration booklets are available in Mrs. Spencer's office. The Testing Coordinator will talk with all classes and give them a calendar of dates and post the dates for the tests in her office and in the hallway bulletin board by the high school principal's office. You may register for the ACT/ SAT online. In addition, parents can find information, test dates, and on-line practice tests at the following website: www.collegeboard.com or www.actstudent.org.

ADMINISTERING MEDICINE AT SCHOOL

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription

container or from a properly labeled unit dosage container filled by the nurse from a properly labeled prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit student to carry their own medication and self-administer.

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement for child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. Nurses or authorized personnel will administer these medications according to the labeled instructions if make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

If our child has unique medical conditions or any other condition, such as food allergy, that requires virtually immediate administration of medications under specified condition, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

If your child has a food allergy or a severe food allergy that, in your judgment, would require immediate medical attention if the student were exposed to the allergen, we will ask you to disclose that information, including the food to which the child is allergic and the nature of the allergic reaction, at enrollment so that we may take necessary precautions for the child's safety. The information provided is confidential and will be disclosed only to those employees who need the information in order to appropriately care for your child.

ADMISSION, RELEASE, WITHDRAWAL

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parent's lives in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservation for the child.

- The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and subject to district police at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who had accepted a Power of Attorney form from the child's parent or legal guardian or who is a grandparent, adult aunt or uncle, or adult sibling who has accepted responsibility for the child by an Authorization Agreement in compliance with Texas Family Code 34.002. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
 3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least four days each school week.
 4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
 5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
 6. No later than 30 days after a student had been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education record from the school the child last attended.

We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

We do not ordinarily admit overage student to school. However, a student who is 21 or younger and who has completed a GED program, but had not graduated from any high school, will be admitted.

As part of our dropout recovery programs, we may admit someone between the ages of 21 and 26 for the purpose of completing the requirements for a high school diploma. A student admitted for this purpose and who has not attended school in the preceding three years will not be placed in a classroom setting, cafeteria, or other school-sanction activity with a student who is 18 or younger; however, those students remain free to attend all school-sponsored events that are open to the public.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or falsify records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

At the time of enrollment, we will request that you disclose whether your child has a good allergy or a severe food allergy (including the food to which the child is allergic and the nature of the allergic reaction) that, in your judgment, should be disclosed so that district officials may take necessary precautions regarding the child's safety. This information is confidential and will be disclosed only to those employees who need the information to appropriately care for your child.

If school officials have reason to question the legitimacy of a child's residence information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that may have been used in District facilities, is available in the Superintendent's office during regular business hours, 8:00a.m. to 4:00p.m. Monday through Friday. If you have any questions, please contact Tony Gomez at 432-466-1837 or 432-354-2230.

ATTENDANCE AND CREDIT

Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law generally requires students to be "in attendance" for at least 90 percent of the days a class is that during a semester or year. All absences from class are counted in determining whether a student has met attendance for credit requirements.

Students who are in attendance in a class at least 75% of the days but less than 90% are eligible to receive credit if they complete a plan approved by the principal proving for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court's consent before credit may be granted.

In the 2011-2012 school year, we require students to be in class for 72 days in the Fall Semester and 87 days in the Spring Semester to meet the 90% attendance for credit requirements. The campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal's plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time and ordinarily will charge a fee, \$10 per hour, for participating in that program. If your child needs this

program, the principal will provide complete information about the times and cost before your child is assigned.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the principal to discuss your child's situation.

According to FM (LOCAL), students are allowed 17 absences for extracurricular purposes in a school year. No distinction will be made between absences for UIL events or other extracurricular activities approved by the Board.

Attendance for Semester Exams: all students in grades seven through ten will take all final exams. Juniors and seniors will take all finals unless they meet the following criteria:

- Have an A in the course and missed no more than 3 days of class
- Have a B in the course and missed no more than 2 days of class
- Have a C in the course and missed no more than 1 day of class
- Have not been in ISS or DAEP during the semester or in detention for 4 days

Juniors and seniors must take at least 2 exams each semester in the core subjects (Fall- Math/ English, Spring- Science/ Social Studies) as designated by the principal. Extracurricular and co-curricular days do not count as an absence for this purpose.

ATTENDANCE REQUIREMENTS

State compulsory attendance laws generally requires all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grad is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke is or her enrollment for the rest of the school year. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property. A student who is at least 18 years old and under the age of 21 will be required to attend school until the end of the school year.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a significant factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child is absent from school for 10 or more days or partial days within a six-month period in the same school year or on three or more days or parts of days within a four-week period, you will be prosecuted for contributing to truancy and your child, if age 12 or older, will be prosecuted for failure to attend school. You will be notified when your child has three absences within a four-week period or less to advise you that you must monitor your

child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

If a student who is at least 18 year old and younger than 21 fails to attend school, the District will pursue legal action against the student for failure to attend school. We will not ordinarily send warning notices to parents under these circumstances. Parents of these older students will not be referred for prosecution for contributing to truancy.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 18. We have the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

Doctor and Dental Appointments: absences for appointment with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as medical absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. The excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances: Absences for required court appearances will be classified as excused absences upon presentation to the campus secretary of a copy of the document requiring the students' appearance in court.

College Day: Seniors may use one day per year to visit a school of their choice. Student must give two days notice and the visit may not be on an exam day. A note stamped by the office of the registrar from the college will serve as proof of campus visits.

Sounding "Taps" at a Veteran's Funeral: Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with

military honors may be excused upon verification that the student provided the service noted.

Citizenship/ Naturalization Activities: Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

AUTHORIZED FEES

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- A fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- Dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- Security deposits for materials, supplies, or materials that must be returned to the district.
- Fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- Fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annual, and graduation announcements.
- A reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- Fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- A fee for vehicle identification for cars regularly parked on school property.
- A fee for student identification cards.
- A fee for school-provided driver training courses.
- A fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- Fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.

- Fees, not more than \$50, for attendance in a program offered outside of regular school hour that allows students who have excessive absences that would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.
- A reasonable fee for transporting a student to and from school if the student is not an eligible rider and the district does not receive any state funds for a transportation allotment.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

BACTERIAL MENINGITIS INFORMATION

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also call the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) Meningitis is common; people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - *Strep pneumonia* causes pneumococcal meningitis; there are over 80 subtypes that cause illness – *Neisseria meningitides* – Meningococcal meningitis; there are 5 subtypes that cause serious illness – A, B, C, Y, W-135.

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, but any of the following are possible.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion
- *In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the*

body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

What is the Risk of Getting Bacterial Meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,00 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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 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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What Should You Do If You Think You Or a Friend Might Have Bacterial Meningitis?

Seek prompt medical attention.

How is Bacterial Meningitis Diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

For More Information:

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent courses for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for Centers for Disease Control and Prevention. www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

BAD WEATHER BULLETINS

Look for information on your local channels.

TV: Channels 2, 7, 9, Radio Stations: KBST- 95.7, and KNFM- 92.3

BAND

Although the school furnishes instruments, the user of the instrument will pay for any damage determined by the instructor. This will include reeds, mouthpieces, and other attachment to an instrument or uniform. The flag corps, if we have one, is under the directorship of the band director.

BELL SCHEDULES

The administration retains the right by Board Policy to adjust the bell schedule on bad weather days, pep rally days, or early release days in order to facilitate the orderly transition of students.

CARE OF BUILDING AND GROUNDS

Be considerate of the school's buildings, grounds, and other belongings. Willful destruction of the campus and other belongings will result in punishment and full payment will be required for the damage that was done.

CERTAIN TRANSFERS-VICTIMS OF BULLYING AND SEXUAL ASSAULT

If you believe that our child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district if possible. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to the campus. Our decision on the kind of transfer is final and cannot be appealed to the board or any other authority.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

CHEERLEADERS

See Cheerleading handbook (available in high school office). For more information contact Rusty Hollingsworth.

COMMUNICABLE DISEASES/ CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school or school related activities while contagious. Parents of a student with a communicable or contagious disease should contact the school nurse or Principal so that other students who have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Infectious mononucleosis	Shigellosis
Campylobacteriosis	Influenza	Streptococcal Disease
Chicken Pox	Measles (Rubeola)	Giardiasis
Common cold with fever	Meningitis, Bacterial	Pinkeye (Conjunctivitis)
Fifth Disease (Erythema Infectiosum)	Mups	Ringworm of the scalp
Gastroenteritis, Viral	Rubella	Tuberculosis, Pulmonary
Hepatitis, Viral(A,B, or C)	Salmonellosis	Whooping Cough
Impetigo	Typhoid Fever	Head Lice (Pediculosis)
	Scabies	

COMPLAINT PROCESS

We realize the situation may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 business days of the events or situation that you are

concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of the problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must, however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

CONDUCT AND DISCIPLINE

Along with this Student Handbook, your child has also received a copy of the Glasscock County ISD Student Code of Conduct. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District's DAIP or a JJAIP in which the District participates for violations of the Code of Conduct. Instead the District will revoke the student's admission to the district.

COUNSELING PROGRAMS AND SERVICES

The district has I developmental counseling and guidance program. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselor's available to talk and listen to students about situation and experiences that may be affecting their ability to get all they can form their instructional program. We encourage student to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school-counseling program. For full information please contact your school principal or counselor.

DRESS AND GROOMING CODE

We expect students to come to school in clothes that are clean and neat, and we expect student 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 student to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertise or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal make decisions about dress and grooming violations.

The following hairstyles or colorings are inappropriate grooming for any student at school or a school-related or – sanctioned activity.

Spikes or other sculptured hairstyles.

Neon or other hair coloring or bleaching, whether permanent or temporary, in a shade or tone the principal determines to be unnatural, such as neon orange, neon pink, magenta, any shade of blue, any shade of green, violet, purple, white.

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between section of individual strands of hair or areas of hair on the head, e.g. "tips."

Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade or tone.

Patterns or designs shaved or cut into the hair, e.g. "Mohawks," partially shaved heads, etc.

Students may not wear on the outside of their clothing any jewelry or similar artifacts that are obscene or distracting or that is likely to cause disruption to the educational environment.

Students may not wear facial jewelry of any kind. Male students may not wear earrings at all.

Any body piercings or tattoos, including temporary tattoos, must be covered at all times while students are under the school's jurisdiction. The only exception is a temporary tattoo sold by the cheerleaders for school-spirit purposes.

Male Students

Will Observe the Following Practices for General Dress and Grooming Procedures:

Hair should be trimmed and neatly combed and will not extend below the top of the dress shirt collar. Hair that is styled cannot extend below the top of the ears on the sides. Hair must always be kept out of the eyes. No tucking behind the ear. Sideburns will extend no further than the bottom of the ear. Male student must be clean-shaven. Beards and mustaches will not be worn. There will be no pigtailed or pony tails of any length. Collar hairline will be even or straight. Hair shall not be cut in Mohawks, logos, symbols, manes, tails, words, etc. and no unnatural colors. Unnatural colors will be determined by the school administration. The hair length shall not exceed the top of the dress collar in the back, nor below the top of the ear on the sides when hair is combed in a natural state.

1. Sleeveless shirts, tank tops and other garments of similar nature are not acceptable.
2. Shirrtails are to be worn in at all times, with the exception of sports shirts that are designed to be worn outside the trousers. Shirts are to be buttoned at all times.
3. Pants should be correct size for student fitting correctly at waist, seat, and tapered neatly to the legs. The waistband of the pants will be worn at the waist of the student. There should be no excess bagginess in the seat of the pant. The length of the pant leg will rest on top of the shoe, but cannot be bunched up over the top of the shoe.
4. If a large shirt is worn over a T-shirt for the tailored look, then the shirt needs to be buttoned at the student's wrist with collar turned correctly, while the inner shirt is tucked in at the waist. The large over shirt needs to be a shirt that is designed to be worn on the outside with a straight tail.
5. Shorts are permitted if they are the long casual dress type shorts (khaki or denim). (No short shorts or mid-thigh.) Shorts will not be more than 8" from the floor when kneeling. No athletic or nylon wind shorts will be worn.
6. Shoes, including leather sandals, are acceptable. Shoes must be worn.
7. All clothing will be worn as it is designed to be worn, by the gender it was designed for.
8. No earrings.
9. Headbands or bandanas will not be worn except in Athletics.
10. Clothing that has any sort of suggestive, inappropriate, or crude innuendos will not be allowed.
11. Remove all caps before entering the building (Game gym is an exception). Caps will be worn correctly with the bill in front at all at all school functions.

Female Students

1. Hair neat and well groomed. Bangs should be cut above the eyes.
2. Skirt length will be no more than 7" above floor when kneeling. This will exclude ruffles, trim, or fringe, and students will not be allowed to adjust clothing. It should be measured the same way it is being worn.
3. Pants should be correct size for student fitting correctly at waist, seat, and tapered neatly to the legs. The waistband of the pants will be worn at the waist of the student. There should be no excess bagginess in the seat of the pant. The length of the pant leg will rest on top of the shoe, but cannot be bunched up over the tip of the shoe.
4. If a large shirt is worn over a T-shirt for the tailored look then the shirt needs to be buttoned at the student's wrist with collar turned correctly, while the inner shirt is tucked in at the waist. The outer shirt needs to be a shirt that is designed to be worn on the outside.
5. Tank tops, off the shoulder, halter or bareback, bare shoulder or bare midriff tops are not acceptable. Shirts should not cut in at the arms and show undergarment. No midriff skin will show in any position.
6. At no time should undergarments show.
7. Shorts are permitted if they are the long casual dress type shorts (khaki or denim). (No short shorts or mid-thigh). Shorts will not be more than 8" from the floor when kneeling. No athletic sort or nylon wind shorts will be worn.
8. All clothing will be worn as it is designed to be worn.
9. Uniforms that meet the dress code may be worn during class time or as approved by the Administration.
10. Ladies must remove visors and baseball caps with entering the building. Bandanas may only be worn at Homecoming.

Penalties for Dress Code Violations: when the first violation occurs, a student will be given sweats or a t-shirt (designated by the office) to wear, allowed to shave, or the article removed. On the occurrence of the second violation, student will receive one day of detention. For each violation afterwards it will result in 2 days of detention. The 1st period teacher will check for any dress code violations. All dress and grooming will be monitored throughout the day. Any teacher or administrator may check for dress code violations.

NO GANG RELATED PARAPHANALEA, SIGNS, OR ACTIVITIES WILL BE PERMITTED AT ANY TIME ON SCHOOL PROPERTY.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise come into

compliance with the dress and grooming standards, she or he will return to regular classes immediately.

DRILLS- FIRE, TORNADO, AND OTHER EMERGENCIES

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

DRIVING ON SCHOOL GROUNDS

There will be no unauthorized vehicles (vehicle that don't belong to the school or have not been approved by the school) on school grounds between 8:30 and 4:00p.m. during the school term. **Students who park by the high school in the morning may move their vehicles to the athletic complex at the beginning of 8th period and he/she may drive off campus at lunch. Students may not move vehicles at any other time. This is a safety issue that involves both high school and elementary students.**

DROPPING OR CHANGING COURSES

Once a student has registered for a class and his/her parent has signed the registration form, the student will have to have written permission to change courses. A drop slip will be filled out, and signed by all the affected parties. If a student wishes to drop after the first five days of instruction, then the student's parent or patents must meet with the counselor or Principal to discuss the reason for withdrawal from the class. Before a student is allowed to move to another class in the same discipline or drop the class, the Principal and counselor will explain the status of the student and how the drop will affect grades, course credit, and athletic eligibility.

DUAL CREDIT COURSE/ COLLEGE COURSEWORK

Students may take concurrent enrollment and college coursework. The principal must approve these classes before students may enroll on the college campus. Concurrent classes on the campus are college level courses and will be graded accordingly. Students who do not meet requirements will be removed from that class. Concurrent classes on the high school campus are open enrollment as long as students follow these guild lines:

- Students must meet the TEKS and the college requirements.
- Students must complete outside assigned projects.
- Students must maintain a B average.
- Students do not hand in late work.
- To be in classes, students must previously have had passing grades.
- District will pay for tuition and books for Dual Credit classes.

Student will reimburse the district for tuition and books if they do not receive credit for the college class or classes they are taking.

EARLY GRADUATION SCHOLARSHIPS

High school students who complete the Recommended or Distinguished Achievement/Advanced program and graduate in fewer than four school years are eligible under state law for the Early High School Graduation Scholarship program. This scholarship provides from \$500 to \$3,000 in credits towards tuition and mandatory fees for a public or private college university in Texas. The amount of the scholarship depends on the number of months needed to complete the high school program and the number of college credits a student earns during high school. Contact you high school counselor for complete information on this program.

EDUCATIONAL TECHNOLOGY AND ACCEPTABLE USE

The following is a contract between the student, parent or guardian, and Glasscock County ISD. Please read Carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. Glasscock County ISD has taken available precautions, including but not limited to enforcing the use of filter that block access to obscenity, child pornography, and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. Glasscock County ISD firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.

- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other student/staff member while using any component of the schools Internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat and security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through Glasscock County ISD is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them

Student Signature: _____ Date: _____

I have read the above forms and condition and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian Signature: _____ Date: _____

DO NOT TEAR OUT!
This form is in another packet.

ELECTION OF CLASS AND ORGANIZATION OFFICERS

Class officers will be elected at the beginning of each new school year.

A student must have a majority vote to be declared elected. The top two candidates go to a runoff. Elections of every type may be by secret ballot.

Class officers include: President, Vice President, Secretary/Treasurer (may be separated) and Reporter is optional.

All class presidents should have at least a “B” average over all to hold the office, and all other officers must be passing all subjects.

If a student is removed from an organization for an ethics violation, the student will not be readmitted, nor can that student hold an officer position if he/she had been removed or is on probation.

EXTRACURRICULAR ACTIVITIES

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is cheerleading.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations.

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school cannot direct, conduct, control, or regularly attend these meetings.

The following groups, activities, and organizations are authorized extracurricular activities in Glasscock County ISD: UIL academic and athletic events, FFA, 4H, BPA, cheerleading, and powerlifting. Students can miss a class no more than 17 times in the school year to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences.

FOOD SERVICE/ FREE AND REDUCED-PRICE FOOD PROGRAM

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Students pay for their lunches either with cash or check. The cost of a meal will not be less than the established meal rate for the year, regardless of the quantity of meals purchased at one time. We do not allow any students to charge meals.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact Lisa Gonzalez at 354-2243.

FUND-RAISING

All class and organization funds must operate through a central accounting office in the principal's office. If classes or other organizations withdraw funds, the principal must cosign the request.

The principal must approve money-raising plans for any school organization.

Any school group may have only 3 fund-raisers each year. These fund-raisers need to render a service.

Except as approved by the principal, fund-raising is not permitted on school property.

GENERAL CURRICULUM INFORMATION

Glasscock County ISD operates a K-12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (K-grade 6), junior high (grades 7-8), and high school (grades 9-12).

GRADING AND REPORT CARDS

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child's performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

GRADUATION EXERCISES

Graduation exercises are held at the end of the school year. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes to. Students may participate in only one graduation exercise.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the district's

Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed. See the Student Code of Conduct for additional information.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration.

GRADUATION HONORS/ CLASS RANKING

Class rankings are calculated for the first time at the end of the freshman year. Final rank in class for purpose of determining the highest-ranking graduate, valedictorian, salutatorian, and honor graduates is calculated at the end of the fifth six-week grading period of the senior year.

Under state law, students who are ranked in the top 7% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including the University of Texas system and the Texas A&M University system. The counselor will provide more detailed information about the opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the counselor at anytime for information.

Rank in class for purposes of determining which student are in the top 10% of their graduating class will be calculated at the end of the 11th grade, middle of the 12th grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of student in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course. The additional grade point/points on the grade are used solely for ranking purposes and will not be reflected in the grades recorded on your child's official transcript or Academic Achievement Record.

The classes that are weighted are AP classes, Spanish III, and academic dual credit classes.

The valedictorian and salutatorian will be the highest and next highest-ranking eligible student in the graduating class. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

GRADUATION PLANS

The Minimum and Recommended programs in place for ninth graders entering in 2007-08 and after and a basic description of their requirements are described in the chart below.

Minimum High School Program		Recommended High School Program	
English Language Arts or approved substitute	4	English Language Arts	4
Mathematics-including Algebra I and Geometry	3	Mathematics-Algebra I & II, Geometry, plus one other approved math course	4
Science-Biology and IPC or approved substitute	2	Science-Biology require; 2 from IPC, Chemistry, Physics (not more than one from each area), plus one other lab-based science course	4
Social studies-World History or World Geography & US History After Reconstruction & .5 government	2.5	Social Studies-World History, World Geography, US History After Reconstruction, Government	3.5
Academic Elective-World History, World Geography, or a Science class	1	Language other than English (in the same language)	2
Economics-Free Enterprise	.5	Economics-Free Enterprise	.5
Physical Education (2 maximum for state credit)	1.5	Physical Education (2 maximum for state credit)	1.5
Health Education	.5	Health Education	.5
Speech-Communication Applications	.5	Speech-Communication Applications	.5
Technology Applications	1	Technology Applications	1
Electives	5.5	Electives	3.5
Total Units Required	22	Total Units Required	26

The Distinguished Achievement/Advanced Program is similar to the Recommended Program with the following Differences and additional requirements:

Recommended Program		Distinguished Achievement/Advanced Program	
Language other than English (in the	2	Language other than English (all in the	3

same language)		same language)	
Electives	3.5	Electives	2.5

For the Distinguished Achievement-Advanced Program, students must also receive any combination four of these advanced measures that are assessed through an external review process:

1. Score of 3 or higher on College Board Advanced Placement examinations(s).
2. Score of 4 or higher on International Baccalaureate examination(s).
3. Grade point of 3.0 or higher in courses that count for college credit, including advanced technical credit courses and dual credit courses.
4. PSAT that qualifies student for recognition as Commended Scholar or higher; as part of National Hispanic Scholar Program; or as part of National Achievement Scholar Program for Outstanding Negro Students.
5. Original research/project related to the required curriculum that is judged by a panel of professionals in the field that is the focus of the project or conducted under direction of mentor(s) and reported to an appropriate audience.

Personal Graduation Plan: If your child is in junior high/middle school or high school and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma within five years of beginning the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child’s education goals and will take into consideration your education expectations for your child. Should a personal graduation plan be appropriate for your child, the counselor and principal will contact you with more specific information.

HARASSMENT OF STUDENTS

We prohibit student from sexually harassing other student and from sexually harassing employees; we also prohibit harassment based on anyone’s race, color, religion, gender, national origin, or disability. Engaging in harassment is a violation of the Student Code of Conduct. We, of course, prohibit employees from having any kind of sexual contact or romantic relationship with students enrolled in our schools, even if the student is willing and the parents do not object. See the Student Code of Conduct for a complete description of the offense of “harassment” and possible disciplinary consequences.

If you or your child have a complaint about sexual comments, conduct, contact, or any other inappropriate conduct by a school employee or about any other kind of harassment, do not hesitate to contact the Title IX coordinator or the superintendent regarding any harassment. We will listen to your concern and conduct a prompt investigation, if

warranted based on the allegations. We also will look into reports that other student have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child (see Family Education Rights and Privacy Act, p.6) protects the confidentiality of information about the student you reported for investigation. In other works, we will not disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to ordinarily disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrongdoing on the employee's part.

A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook.

LIBRARY FACILITIES, HOURS, AND ACCESS

Our school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

LOST, DAMAGED, OR STOLEN PERSONAL ITEMS

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand they school district is not responsible for any personal items that ore lost, damaged, or stolen at school or a school-related activity.**

Each campus maintains a "Lost and Found" in the administrative offices; clothing and other items that are turned in as "lost" and not claimed by the end of the school year will be donated to a local charity.

PARENT ORGANIZATIONS/ VOLUNTEER OPPORTUNITIES

Our campus has an active Parent-Teacher Organization, and we encourage you to actively participate in the group at your child's or children's campus(es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

PARENT RIGHTS

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks, and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available we will gladly honor that request. If the teacher requests it, the student must return the textbook to the school the following school day.

Records and Other Information: As we stated in the "Required Notices" section of this handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Student at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee make and audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- Safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- A purpose related to a co-curricular or extracurricular activity;
- A purpose related to regular classroom instruction; or
- Media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conduction any psychological examination, test or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is par of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop and appropriate individualized program for your child.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child form class or an activity to avoid taking a test or to prevent your child from taking a subject to an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Campus Performance and Accountability: We will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that tie. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

Classroom Celebrations: You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc.

PARKING / DRIVING AT SCHOOL

Student driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school. The principal will establish student-parking areas, and students must park only in these designated areas. Cars parked in unauthorized areas may be towed away at the owner's expense.

PEST CONTROL

Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

PLEDGES, MINUTE OF SILENCE, PRAYER, AND MEDITATION

Each day teacher will lead student in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, student ay choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain form such prayer or mediation during any school activity.

PROMOTION, RETENTION, AWARD OF CREDIT

Student are promoted from grade to grade, or awarded credit for a course, based on the mastery of the knowledge and kills that will let them e successful at the next grade level. In secondary grades, students receive credit for a course when they have met all the state and local requirements for that credit.

If your child entered kindergarten in the 2000-2001 school year or after, he or she will have to pass the STAAR examination in the fifth and eighth grades- or pass an alternate test if he or she does not pass after three tries on the STAAR- in order to be promoted to the sixth and ninth grades. Students in the fifth or eighth grade who are taking courses above the student's grade level will substitute subject tests appropriated to the grade level, which may include end-of-course examinations in courses for which the student may receive high school graduation credit. If your child does not pass the STAAR after the first administration at a grade level, we will provide intensive instruction in your child's area(s) of academic weakness. Contact your principal for more information or see policy EIE (LOCAL).

QUESTIONING STUDENTS AT SCHOOL

As school officials, we have the right to question our child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect student to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined

accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other student or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

RELEASE DURING THE SCHOOL DAY

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal’s office that has been given the authority to release students. Parent cannot go directly to their children’s classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal’s office and sign the child out or all and speak with a school representative. When signing your child out of school, please put the reason the student is leaving.

Students who check out during the school day must leave school grounds. If a student remains on school property, then the child is still under the jurisdiction of the school. Seventh and eighth graders can only be signed out by a parent or other adult.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school day. Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indication that a parent’s right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

SEARCHES OF STUDENT, LOCKERS, AND VEHICLES ON SCHOOL PROPERTY

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their locker.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

SPECIAL PROGRAMS

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

Special Education: Glasscock County ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Karen Fulton at the 87-20 Special Education Co-Op at 267-5858 or your child's principal to receive full information

about our special education programs. See also the required Notice at the beginning of this Handbook.

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

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

Gifted and Talented Students: some children demonstrate or show a potential for demonstrating a remarkable high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, shows an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

STRUCTURED PHYSICAL ACTIVITY

In accordance with state law, we have policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education. Please see policy EHAA for specific requirements.

STUDENT HEALTH CONCERNS

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restriction student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products on campuses or a school-sponsored or –related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district’s student health advisory council met during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child’s physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child’s physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

STUDENT ILLNESS OR INJURY AT SCHOOL

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a school nurse available on campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

At the beginning of each school year, we offer you the opportunity to purchase low-cost student accident insurance that covers the student while at school. You may also purchase a policy that covers the student 24 hours a day. The school district is not the policyholder for this insurance; if you decide that additional protection would be a benefit and protection to you and your family, the contract is between you and the insurance company. We are authorized to and do purchase accident insurance for students who participate in interscholastic athletic practice and competition.

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

STUDENT LEGAL NAME

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

STUDENT PUBLICATIONS/ DISTRIBUTION OF MATERIALS

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where non-school publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute non-school publications or materials in the classroom or hallways.

Before non-school materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

TARDIES

Student must be on time to class. Every tardy after the third tardy of each semester will result in after school detention (M-TH) from 4:00 to 4:45 and Thursday from 3:10 to 3:45. Students will be sent to the office if tardy. A tardy slip will admit that student back to class. Professional judgment can be used in the office to determine if the tardy is excused.

Being tardy because you were using the phone will not be an excused tardy unless approved by the principal.

TELEPHONE USE

School telephones are for school business use. Student will be permitted to use school telephones with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction. Improper use of a cellular phone or other electron communication device during the school day will result in the item's being confiscated and requires a \$15 fee for return of such device.

TESTING AND ASSESSMENT PROGRAMS

Once again, the statewide assessment program is in transition. Students and parents will be informed of the changes in the program affecting them as those changes are implemented. The current transition will eventually eliminate TAKS for high school students and implement instead a state-developed end-of-course examination in core curriculum courses. Students in grades 3-8 will now be assessed using the State of Texas Assessment of Academic Readiness ("STAAR").

Results of the state examinations are used to assess individual student progress, as well as being a significant factor in the campus and district ratings under the statewide and federal accountability system. Please make every effort to have your children at school on state test administration days and to be sure that they have had plenty of rest the night before and a good breakfast that morning.

High school students can get registration and test preparation materials for the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), and the American College Test (ACT) from the high school counselor.

As required by state law, we will annually assess the physical fitness of students in grades 3-12. You may request the results for your child in writing at the end of the school year.

TESTING FOR ACCELERATION

Any student wishing to take any credit by exam for the purpose of acceleration and have the school pay for the exam must have his or her written request to the counselor by the end of the fifth six weeks.

TRANSPORTATION PROGRAM

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school busses and to comply with the Student Code of Conduct while at Authorized school bus stops waiting for the bus. Student who misbehave or

violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

VISITING SCHOOL

You are welcome to visit your children's school from time to time; however, you must comply with our policy requiring all visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your child's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

WITHDRAWING FROM SCHOOL

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are 18 or older, who are legally married, or you have ever been legally married are adults and can withdraw themselves from school.