

# ***HUGHES SPRINGS HIGH SCHOOL***

***It's a great day to be alive....and a Mustang!***



**Student/Parent Handbook  
2009-2010**

## REQUIRED FORMS

### ***Acknowledgment Form***

My child and I have received a copy of the Hughes Springs ISD Student Handbook [and the ***Student Code of Conduct***] for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: \_\_\_\_\_

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

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

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

## ***Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information***

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Hughes Springs ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by 9-12-2009.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 8 for more information.]

For the following **school-sponsored purposes** (student recognition activities, yearbook, school newspaper, printed programs for extracurricular activities, news releases to local media): [(As identified in FL(Local)] Hughes Springs ISD has designated the following information as directory information:

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

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

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

I, parent of \_\_\_\_\_ (*student's name*), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

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

Date \_\_\_\_\_

For **all other purposes**, Hughes Springs ISD has designated the following information as directory information:

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

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

I, parent of \_\_\_\_\_ (*student's name*), **(do give) (do not give)** the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

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

Date \_\_\_\_\_

**Parent's Response Regarding Release of Student Information  
to Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 8 for more information.]

**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

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

Date \_\_\_\_\_

## ***Consent/Opt-Out Form***

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

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# PREFACE

To Students and Parents:

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

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

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

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

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

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

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return to your child’s campus the following required forms:

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

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or on line at [www.hsisd.net](http://www.hsisd.net).

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Terry Giddens, High School Principal, at 903-639-3841.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Heather McGregor, High School Counselor, at 903-639-3869.
- All other concerns regarding discrimination: See Rick Ogden, Superintendent of Schools at 903-639-3803.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

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

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-639-3841 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [See policies at GKG and contact Deanna Putman at 903-639-3873.]
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. See policies at BQA and BQB, and contact Sarah Dildine, Curriculum Director, at 903-639-3810.
- Serving on the School Health Advisory Council which assist the district in ensuring local community values are reflected in health education instruction. Contact school nurse Maudi Peters at 903-639-3884 for more information.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## ***PARENTAL RIGHTS***

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

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

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

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

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

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

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

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

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

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

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

## **Reviewing Instructional Materials**

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

## **Inspecting Surveys**

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

## **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,

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

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

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

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

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

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

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

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

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

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

## **Requesting Transfers for Your Child**

As a parent, you have a right:

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

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

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

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

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

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. [Contact Heather McGregor at 903-639-3869.]

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Heather McGregor at 903-639-3869.

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

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Sarah Dildine and may be contacted at 903-639-3810.

## **Student Records**

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals), school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, a medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a

copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 871 Taylor St., Hughes Springs, Texas 75656.

The address of the principal's office is:

701 North Russell

Hughes Springs, Texas 75656

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

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

The district's policy regarding students records found at FL(LOCAL) is available from the principal's or superintendent's office, or the district's web site.

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

**Please note:**

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

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

## **Directory Information**

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year 8-24-2009. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.

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

The district often needs to use student information for the following school-sponsored purposes: Student recognition activities, yearbook or newspaper, printed programs for extracurricular activities, news releases to local media.

For these specific school-sponsored purposes, the district would like to use your child’s name, address, telephone listing, e-mail address, photograph, date and place of birth, degrees, honors, and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, weight and height(if a member of an athletic team), and enrollment status. This information will not be released to the public without the consent of the parent or eligible student.

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

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

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

### **Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district’s policy regarding student records is available from the principal’s or superintendent’s office or at [www.hsisd.net](http://www.hsisd.net).

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

## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students,

particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

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

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

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Terry Giddens at 903-639-3841.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

#### **Compulsory Attendance**

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

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

## **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If the student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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

When a student must be absent from school for any reason, upon returning the student must bring a note to the principal's office **within two school days**, signed by the parent that describes the reason for the absence. **Doctor's notes must also be turned in within two days of returning to school. Notes will not be accepted after the designed time period and could result in an unexcused absence.** A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **A student may accumulate no more than six parent excused absences for the year, without administration or committee approval.**

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

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

## **Driver License Attendance Verification**

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

## **College and/or Military Days (Seniors only)**

- One day per year will be permitted for college and/or military absence.
- Parent must request prior approval from the principal or counselor.

## ***ACADEMIC PROGRAMS***

The school counselor provides students and parents' information regarding academic programs to prepare for higher education and career choices. Refer to the Academic Handbook for further information. A copy of the Academic Handbook may be obtained in the counselor's office or at [www.hsisd.net](http://www.hsisd.net). [See **Academic Counseling** on page 22.]

## ***AWARDS AND HONORS***

Awards and honors are given at various times during the year with the entire faculty voting for those they wish to be honored in particular instances. A senior academic awards reception is conducted in the spring semester with awards and scholarships being presented.

### **Ring of Honor—Golden Horseshoe Qualifications:**

In an attempt to recognize the most outstanding graduating students from Hughes Springs High School, two students will be elected to the Hughes Springs High School Ring of Honor, which is located in the library.

In order to qualify for this award, a student must be a member of the Senior Class and have attended four consecutive years at Hughes Springs High School. Selection qualifications will include the following categories:

1. National Merit Finalist
2. National Merit Semi-Finalist
3. National Merit Commended Scholar
4. Place first through sixth at State meet
5. Individual State Qualifier
6. Team State Qualifier
7. Individual or Team All-State Recognition
8. National Recognition
9. \*TAKS Commended Performance
10. ACT score of 25 or higher prior to end of the fall semester during senior year

*Numbers 4-8 refer to school sponsored activities*

*\*Based on test taken during junior year.*

Qualifiers who are interested in being considered for this award will submit a one-page essay, with no attachments, expressing why they would like to receive this award. A committee appointed by the principal will review records of qualifiers, evaluate the essay, and make final decisions.

Membership in the Ring of Honor is an honorary award based largely on activities during the student's senior year and will be denied or withdrawn from anyone who does not uphold the high standards of excellence at Hughes Springs High School as set forth in this handbook.

### **Honor Rolls**

Students who earn 90 or above averages in all subjects for the six weeks grading period will be placed on the "A" Honor Roll. Students who have any combination of A's and B's will be placed on the "A/B" Honor Roll.

### ***BULLYING***

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

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

## ***CAREER AND TECHNOLOGY PROGRAMS***

The district offers career and technology programs in Agricultural Science, Business Education, Family and Consumer Science, Criminal Justice, Health Science Technology, Marketing Education, and Technology Education are offered. Admission to these programs is based on guidelines established by the Board of Trustees and the Federal Government. A student interested in participating in one of these programs should contact the counselor.

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

## ***CHEATING/PLAGIARISM/ACADEMIC DISHONESTY***

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author, including the use of Internet materials. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed and **notify the parent of their decision**. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

## ***CHECK ACCEPTANCE POLICY***

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment.

## ***CLASS RANK / HIGHEST RANKING STUDENT***

### **Selection of Honor Graduates**

The Valedictorian and Salutatorian shall be selected at the end of the fifth six weeks grading period during the senior year. To be eligible for either of these honors, a student must have attended Hughes Springs High School for the four consecutive semesters preceding graduation and must have completed the Recommended or Distinguished Achievement Program. Ties (to the third point of a numerical average) will be determined by the local policy.

Students who move into the District prior to their junior year will be awarded honor points as given to Hughes Springs I.S.D. students that corresponding year. Students

transferring alphabetical grades without documentation of numerical average will be awarded honor points by using the midpoint of the numerical grade scale applicable to the alphabetic grade posted on their transcript from the previous school.

### **Weighted Scale for grade point average and National Honor Society Qualification**

All courses except band, physical education, athletics, art, choir, dual credit, and any other local credit course are used in calibrating grade point average. Student may qualify for National Honor Society with a 3.5 or above grade point average for either of these distinctions.

### ***TOP TEN PERCENT***

Top ten percent will follow the rulings set by the 81<sup>st</sup> Legislature.

Students and parents should contact the counselor for further information.

### ***CLASS SCHEDULES***

Students fill out course selection sheets for the next school year each spring. **Due to scheduling problems, it may not be possible to give a student his or her first choice in all subjects.** When this occurs, the student will be assigned second or third choice subjects. Each student is required to enroll in a minimum of five (5) classes.

No schedule changes will be allowed after the 8<sup>th</sup> class day without principal approval.

### ***COLLEGE CREDIT COURSES***

A number of courses may be taken as dual credit courses. Refer to the Academic Handbook for further information. A copy of the Academic Handbook may be obtained in the counselor's office or at [www.hsisd.net](http://www.hsisd.net).

### ***COMMUNITIES IN SCHOOLS***

Communities In Schools is the nation's leading community-based organization helping students succeed in school and prepare for life. This organization is at work in 30 states, connecting community resources with over 2,500 schools and helping more than 1.9 million students every year.

Communities In Schools believes that every child needs and deserves a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start and a

healthy future, a marketable skill to use upon graduation, and a chance to give back to peers and community. This program also connects schools with resources that students need to stay in school, to successfully learn, and to prepare for life. Six components are used to provide effective assistance to students: supportive guidance, health and human services, parental and family involvement, pre-employment/employment, enrichment, and educational enhancement.

The Communities In Schools' office is located in the counselor's office of the high school. For more information about Communities In Schools, contact DeAnna Putman, Communities In Schools Youth Service Coordinator at (903) 639-3873.

## **COMPLAINTS AND CONCERNS**

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

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students are not to be on teachers' computers.

Students and their parents should be aware that e-mail use on district computers is not private and will be monitored by district staff. [See policies at CQ.]

## **CONDUCT**

### **Applicability of School Rules**

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

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

The principal may remove a student immediately, on an emergency basis, if the principal has reason to believe the action is necessary for the protection of persons or property. The principal may also recommend expulsion.

The District is required to send a copy of an expulsion order along with other student records to another district if a student enrolls in that district before the student's expulsion has expired. Also, districts are to determine whether the newly enrolled student completes the expulsion period or attends classes without completing the expulsion.

In regards to suspension, a student who is suspended will only receive 80% credit for work assigned during the suspension period. The only exception will be an exam. Note, however, a student will receive full credit for work assigned during assignment to SAC.

### ***DETENTION/GIP***

D-Hall will be held from 3:15 – 4:30 on Monday thru Thursdays after school. GIP will be held from 3:15 - 3:45 Monday thru Thursday. Students may be assigned D-Hall or GIP for inappropriate behavior. Students will be given one day to make transportation arrangements if necessary. If a student is tardy to D-Hall/GIP or does not serve the assignment within the prescribed time frame, more severe disciplinary action may be taken.

### **DISCIPLINE MANAGEMENT PLAN**

Students should be aware of all behaviors and consequences addressed in the *Student Code of Conduct*.

Each disciplinary referral will be classified as Level one, Level two, or Level three according to the severity of the infraction. This determination will be made after careful examination of the unique facts of each referral. The consequences of each classification of offense may include but are not limited to:

#### **Examples: (See Glossary)**

Level one: Warning, GIP, Detention

Level two: Detention, Swats, SAC

Level three: SAC, Suspension, DAEP, Expulsion

Students who have been placed in SAC on two occasions may be subject to DAEP placement upon commission of a third offense punishable by SAC.

Cause for assignment to the SPECIAL ASSIGNMENT CENTER (SAC) may involve, but are not limited to, the following infractions:

- Smoking or other tobacco use
- Violation of handbook rules
- Gambling
- Forgery
- Fighting
- Cheating
- Profanity/vulgar language
- Theft
- Extortion
- Truancy
- Willful disrespect or disobedience to school personnel
- Verbal abuse (non-violent) of teachers, school personnel, or students
- Failure to write assigned theme or sentences

Fighting is considered an offense, which warrants the following consequences:

- First offense –suspension the remainder of the day, three (3) days SAC, and possible charges filed
- Second offense – suspension the remainder of the day, five (5) days SAC, and charges filed
- Third offense – charges filed and referral to AEP

Offenses other than these listed may result in days being assigned to SAC as deemed necessary by school administration.

A student must serve time assigned to SAC. A student may not choose voluntary suspension. If a student does not conform to guidelines set forth by the SAC instructor, the instructor may assign additional days or refer the student to the principal's office for further disciplinary action.

### **Corporal Punishment**

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

### **Disruptions**

As identified by law, disruptions include the following:

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

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

### **Knives**

No knives of any kind will be permitted on campus.

- Possession of a Pocket Knife less than 5.5 inches – loss of knife for period of time determined by the principal.
- Use of a Pocket Knife less than 5.5 inches (other than as a weapon) – minimum Three (3) days SAC
- Knives over 5.5 inches will be considered a weapon.

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

Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal.

For safety purposes the district permits students to possess cell phones. Cell phones must remain out of sight and powered off from 8:00 till 3:15. If a student has a cell phone, out or on at any time, the phone will be confiscated. The phone may be returned after a \$15 fine is paid. Phones will not be released before 3:10 p.m. on the day of confiscation. The second and subsequent cell phone violations may result in the cell phone being held for an extended period of time as determined by the principals.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner a fee for the release of certain telecommunications devices [See policy FNCE.]

## **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. A copy of the Academic Handbook may be obtained in the counselor's office or at [www.hsisd.net](http://www.hsisd.net). [See policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

### **Personal Counseling**

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

address these concerns. A student who wishes to meet with the counselor should contact Mrs. McGregor.

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

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

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

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

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

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

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [See the counselor and policies EEJA.]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2008–2009 school year will be posted by Mrs. McGregor and can be found at [www.hsisd.net](http://www.hsisd.net).

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

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will try to honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test on a date other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [See EEJB (LOCAL).]

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

### **School Materials**

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

The school newspaper, The Stang, and the yearbook, The Mustang, are available to students.

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

### **Non-school Materials...from students**

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

The principal will designate a location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Non-school Materials...from others**

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

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

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

## ***DRESS AND GROOMING***

It is one of the goals of Hughes Springs Schools that students display to the public at all times a standard of moral conduct, attitude, dress, courtesy, and friendliness which will be above reproach or criticism.

As young ladies and gentlemen, these requirements demand very careful thought on the part of each student because the public will judge the school on the basis of any or all of these characteristics as found in each student at all times. Therefore, in keeping with the above aims, each student will be expected to dress appropriately. The following standards will serve as guides in helping students determine whether or not they are dressing properly.

- a. Students should reflect good taste and judgment in the selection of their school wardrobe. Clothing should be neat, simple, not distracting, and fit appropriately.
- b. Students' hair should be well kept and reflect neatness and cleanliness. Any deviation of this code will require a conference between the parent of the student and the administration of his/her respective school.
- c. This policy shall pertain to all school activities and functions, although at certain events a more casual appearance shall be permitted, but students should realize conspicuous attire is still not appropriate.
- d. Teachers and sponsors of certain subjects and organizations will have the right to continue to require standards of dress and appearance which they deem appropriate and which have served to mark these school representatives with distinction.
- e. This code is designed to involve the judgment of the administration in both its interpretation and enforcement.

The Superintendent of Schools shall have the authority and responsibility to implement this policy. (Statement of Policy #5205)

Students are expected to be mature, young adults and shall dress in a manner that will bring credit to themselves. Dress shall be moderate, modest, and reasonable.

**The administration and faculty reserve the right to evaluate the dress of any student.** Should student attire prove to be a distraction to the educational process, the student will be sent to the office where the student will contact a parent to bring suitable clothing to school. Time missed from class due to improper attire will be unexcused.

Under very special circumstances such as pep rallies or special activities, the dress code may be temporarily altered by the principal.

The following list contains some, but not all, of the general guidelines for student dress:

1. Students' hair shall be well kept and reflect neatness and cleanliness.
2. Students shall reflect good taste and judgment in the selection of the school wardrobe. Clothing shall be neat, simple, not distracting, and fit appropriately.
3. Students shall not be allowed to wear tank tops, T-tops, midriff tops, backless blouses, mesh-type wear, or see-through shirts to school or any school activity or function. Students' midriffs shall be covered when standing, sitting, or reaching.
4. Students shall not be allowed to wear backless dresses, spaghetti straps, or shirts that expose skin below the armpits to school or any school activity or function. Exceptions for dresses shall be made for special occasions.
5. Students shall not be allowed to wear hats, caps, hoods, bandanas (doo rags), or sunglasses (unless prescribed by a physician) in class or building. Exceptions shall be made for special occasions.
6. Pants, shorts, skirts, and dresses must be of appropriate length – no shorter than mid-thigh. The crotch area of pants and jeans must be above the mid-thigh area. Exceptions shall be made for school-sanctioned uniforms.
7. Jewelry and clothing that display vulgar, suggestive words or pictures are not acceptable. Logos advertising drugs, violence, alcohol, or tobacco are not acceptable.
8. Pierced jewelry may be worn by students in the ear only.
9. Shirts that have no sleeves must have a standard size arm opening that is hemmed.
10. Pants must be worn at the waistline.
11. No pants with inappropriate writing across the seat will be permitted.
12. No chains of any kind or over-sized clothing, jewelry, or buckles will be allowed.
13. Shirt tails will be no longer than the finger tips, or shirt tails that extend past the finger tips must be tucked into pants or jeans.
14. Holes in pants must be below mid-thigh (regardless of under garment) and not of an excessive size (no greater than 6 sq inches).
15. No oral devices that effect student communication will be allowed.

All final interpretations of dress codes are to be determined by administration.

## ***EXAM SCHEDULE***

First Six Weeks

Week of September 28

Second Six Weeks

Week of November 9

Mid-term

Week of January 11

Fourth Six Weeks

Week of February 22

Fifth Six Weeks

Week of April 12

## Second Semester

|                                 |                                       |                               |
|---------------------------------|---------------------------------------|-------------------------------|
| Tuesday May 25                  | 8:00 – 9:38                           | 1 <sup>st</sup> Period (exam) |
| <b>SENIORS ALL "B" DAY TEST</b> | 9:45 – 11:23                          | 6 <sup>th</sup> Period        |
|                                 | 11:30 – 1:01                          | 7 <sup>th</sup> Period        |
|                                 | 1:01 – 1:35                           | Lunch                         |
|                                 | 1:40 – 3:10                           | 8 <sup>th</sup> Period        |
| Wednesday May 26                | 8:00 – 9:38                           | 5 <sup>th</sup> Period (exam) |
| <b>SENIORS ALL "A" DAY TEST</b> | 9:45 – 11:23                          | 2 <sup>nd</sup> Period        |
|                                 | 11:30 – 1:01                          | 3 <sup>rd</sup> Period        |
|                                 | 1:01 – 1:35                           | Lunch                         |
|                                 | 1:40 – 3:10                           | 4 <sup>th</sup> Period        |
|                                 | <b><u>SENIORS GRADES ARE DUE.</u></b> |                               |
| Thursday May 27                 | 8:50 – 10:20                          | 6 <sup>th</sup> Period        |
|                                 | 10:30 – 12:00                         | 7 <sup>th</sup> Period        |
|                                 | 12:05 – 12:55                         | Lunch                         |
|                                 | 1:00 – 2:30                           | 8 <sup>th</sup> Period        |
| Friday May 28                   | 8:00 – 9:20                           | 2 <sup>ND</sup> Period        |
|                                 | 9:30 -10:50                           | 3 <sup>rd</sup> Period        |
|                                 | 10:50 – 12:15                         | 4 <sup>th</sup> Period        |

## **EXEMPTION FROM EXAMS**

**No exemptions will be made for Fall Semester Exams.**

All students are eligible for exemption from their second semester exams. The following restrictions, however, apply. The student must have:

1. four (4) or fewer absences per class for the year;
2. four (4) or fewer tardies in the class during the year for which the student is seeking an exemption.
3. an 80 or higher overall average in a subject not tested by TAKS.
4. an 80 or higher overall average and have passed the TAKS test in a TAKS tested subject.

Any discipline that caused a student in the spring semester to be assigned to GIP (Principal's discretion), Detention, SAC, suspension, or DAEP will cause the student to lose their exemption. Any fines or dues owed must be paid in order to be exempt from second semester exams.

Students that are exempt will be granted an independent study day for that class period.

## **EXEMPTION APPEAL**

There will be no appeal for exemptions.

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

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

### **Extracurricular Code of Conduct**

Participation in extracurricular activities means more than competition between two individuals or two teams representing different high schools. It teaches fair play and sportsmanship, understanding, and appreciation of teamwork, the fact that quitting means failure, while hard work means success. It also teaches that the acts or conduct of the individual has an effect upon others. Students participating in extracurricular activities shall not be a part of any activity that will bring embarrassment to Hughes Springs High School. Use of drugs, alcohol, or other activities that not only have an effect on the student, but also on the organization, and will not be tolerated. With these goals in mind, this Code of Conduct has been established for the good of all concerned.

This Code of Conduct is meant to include off-campus activities, school-related trips, and on-campus activities and does not supersede other Board of Education policies or disciplinary rules.

#### **A. In the Classroom**

- (1) A grade of 70 or above must be maintained during each grading period as specified by UIL rules.

- (2) Respect and cooperation must be accorded to all teachers and staff members at all times.
  - (3) Students should be in the classroom and ready to participate in classroom activities before the tardy bell rings.
  - (4) Students should conduct themselves as ladies or gentlemen at all times.
- B. On Campus
- (1) Be neat and well groomed at all times. Set a positive example for other students.
  - (2) Refrain from using vulgar language.
  - (3) Be in good standing with teachers and staff members at all times.
  - (4) Realize that other students will follow your example.
- C. In Extracurricular Activities
- (1) When meetings and practices are scheduled, all members of the organization must report on time.
  - (2) Anytime a student participating in extracurricular activities is going to be absent from school, the sponsor should be notified.
  - (3) Keep your composure whether winning or losing.
  - (4) Be respectful to game or contest officials.
  - (5) Show respect to other students and participants.
  - (6) All participants must realize that participation in extracurricular activities is a privilege and not a right.
- D. Special Situations
- (1) Students who possess, deliver, ingest, or sell alcoholic beverages and as a result of such activity face legal action by law enforcement officials, shall suffer the following consequences:
    - (a) First offense – Disciplinary action as deemed necessary by the sponsor.
    - (b) Second or multiple offenses – Expulsion from participation in extracurricular activities for one calendar year.
  - (2) Students who possess, deliver, ingest, or sell any controlled substance, aerosol paint, glue, drug, or paraphernalia, shall be prohibited from participation for one calendar year.
  - (3) Students who are under indictment or charged with a felony offense or who are charged with a misdemeanor offense punishable by confinement in jail shall be suspended from participation in extracurricular activities until such time as the charges are dropped by the proper authorities.
  - (4) Students who are convicted of a Class B or higher misdemeanor offense or who are placed on misdemeanor probation whether adjudicated or unadjudicated or on TYC parole shall be prohibited from participation in extracurricular activities until the probation or parole ends. Reinstatement will be at the discretion of the school administration.
  - (5) Students who are on felony probation whether adjudicated or unadjudicated shall be prohibited from participation in extracurricular activities until the probation ends. Reinstatement will be at the discretion of the school administration.
  - (6) The rules and penalties described in this Item D, Numbers (1) through (5) above, shall apply similarly in all respects to those students who are juveniles at the time the conduct giving rise to law enforcement or judicial proceedings occurred. Thus, students who are charged with or are convicted of conduct, which would,

but for the students' ages, be considered criminal in nature, shall be subject to the rules and penalties as described above.

Penalties – Except in situations as stated in Item D under Special Situations, individual circumstances will be considered when assessing penalties for infractions of the Extracurricular Code of Conduct; however, assessment of penalties will not be done arbitrarily. Every effort will be made to treat each situation as fairly and equitably as possible. The final determination, except in cases involving Item D under Special Situations, shall be the responsibility of the activity sponsor. His/her judgment will be final in matters concerning extracurricular activity penalties

## ***EXTRACURRICULAR ATTENDANCE***

A student shall not participate in a contest or activity unless that student is in attendance the entire school day. Exceptions to the full-day attendance requirement include students who have seen a doctor and have a verified note from that doctor, and students who attend the funeral of an immediate family member. Any deviation from these guidelines shall be determined by agreement of the sponsor and the principal.

## ***FEES***

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

- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
- Security deposits
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district
- Personal apparel used in extracurricular activities that becomes the property of the student
- Parking fees and student identification cards
- Fees for lost, damaged, or overdue library books
- Fees for driver training courses, if offered

- Fees for optional courses offered for credit that require use of facilities not available on district premises
- Summer school for courses that are offered tuition-free during the regular school year
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal's office, [See policies at FP.]

### **FUND-RAISING**

Student clubs, classes, organizations, and parent groups will occasionally conduct fund raising drives. All fund raising efforts will be approved by the principal. Only approved fund raising activities shall be permitted on campus.

### **GRADE CLASSIFICATION**

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

| Credits Earned | Classification       |
|----------------|----------------------|
| 6              | Grade 10 (Sophomore) |
| 12             | Grade 11 (Junior)    |
| 18             | Grade 12 (Senior)    |

### **GRADING GUIDELINES**

A uniform system of grading is used at Hughes Springs High School. Each teacher will record a minimum of ten (10) Daily grades and three (3) Test grades per six weeks including the mandatory six weeks test grade. Grades will be calculated on the following percentages:

|              |     |
|--------------|-----|
| Daily Grades | 40% |
| Test Grades  | 60% |

A six weeks test grade will be included in the Test Average.

### **Grading scale**

- A – 90-100
- B – 80-90
- C – 70-80
- F – Below 70

# **GRADUATION**

## **Requirements for a Diploma**

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

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

## **Graduation Programs**

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

Students who entered the ninth grade during the 2004–2005 school year must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 25 credits

Students who entered the ninth grade during the 2005–2006 school year must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 25 credits

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

- Minimum Program 24 credits
- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 25 credits

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

- Minimum Program 24 credits
- Recommended Program 26 credits

- Distinguished Achievement (Advanced) Program 26 credits

A student who wants to take a course not offered at his or her regular campus should contact the counselor for alternatives.

### **Certificates of Coursework Completion**

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **Students with Disabilities**

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

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

### **Graduation Activities**

Graduation exercises: Valedictorian and Salutatorian, will lead the students in and be seated on the stage. They will be followed by the top ten percent of students in rank. All other students will enter in alphabetical order. Speakers at graduation will be as defined in district policy FNA (Local).

No student will be allowed to participate in graduation activities if he/she owes fines or fees.

### **Graduation Expenses**

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

### **State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which

the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

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

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

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

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

### **Dating Violence**

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

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

### **Discrimination**

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

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity;

creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office [www.hsisd.net](http://www.hsisd.net).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; cell phone sexting/hate texting; or other kinds of aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

### **Sexual Harassment**

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

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

### **Retaliation**

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

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

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor,

principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate districts officials to whom to make a report.

### **Investigation of Report**

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

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

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

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

## **HEALTH-RELATED MATTERS**

### **Physical Fitness Assessment**

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

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

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

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact I.P.M. Coordinator, David Hinerman at 903-639-2026.

## ***INCOMPLETE GRADES***

**Incomplete grades must be removed by the end of the second week of the next grading period.**

## ***IMMUNIZATION***

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

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

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

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

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

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

- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

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

## **MANDATORY TUTORIAL**

In the Hughes Springs Independent School District BOT Policy Code under FEA (Legal) it states: A student can be required to attend mandatory tutorial class required by the District under Educational Code 29.084. Mandatory tutorials are considered part of the school day.

.Failure to attend may result in the filing of a complaint against the student and contributors to non-attendance. If a parent/guardian fails to require the child to attend school as required by the law and the child has absences for the amount of time specified under Education Code 25.094, the attendance officer or other appropriate school official shall file a complaint against him or her in an appropriate court, as permitted under Education Code 25.093.

Mandatory tutorials will be held from **7:30 am**, or as soon as their bus arrives, until **7:55 am**.

Voluntary tutorials will be from 7:40a.m.-7:55a.m. and 3:10p.m.-3:45p.m.

## **MAKEUP WORK**

### **Routine and In-depth Make-up Work Assignments**

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

**Upon return to school after an absence**, a student **must** report to the office (the office will be open by 7:30 each morning) with a written statement signed by the parent giving the grade level, the reason for the absence, and the date(s) of the absence. Notes signed by the student, even with the parent's permission, will be considered forgery and the student will be disciplined. The student will be given an admit which will be either excused or unexcused. Students **must** have an admit slip to return to class after being absent; this includes suspensions. The admit shall be presented to each teacher as the student enters each class. It is the responsibility of the student to obtain make-up work for those classes missed. The teacher is only obligated to allow one day for each day absent for the submission of make-up work.

Parental notes for absences must be submitted to the principal's office upon returning to school from the absence. After twenty-four hours, the absence will be considered unexcused.

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

Tutorials may be required before or after school to complete make-up work. Failure to attend tutorials could result in disciplinary action.

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

### **DAEP or SAC Make-up Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to the Special Assignment Center (SAC) or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

If a student is assigned to DAEP, he or she may not participate in any school function, including graduation activities.

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

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

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

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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

## ***NATIONAL HONOR SOCIETY***

Junior and Senior students are eligible for membership if they have a minimum scholastic average of 3.50. Students who are eligible scholastically are notified in writing and told that for further consideration for selection to the NHS Chapter they may complete the Student Activity Information Form. The NHS faculty council reviews the Student Activity Information Forms and, using the recommended guidelines of the National Association of Secondary School Principals, selects candidates for induction to the Hughes Springs NHS. The selection is made by a majority vote of the council.

A member is never automatically dismissed for failing to maintain standards. However, members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection. Members are warned when their scholastic average drops below 3.25 and are given a semester to raise their average. In the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. A student who is dismissed or who resigns may never again become an Honor Society member.

If the faculty council decides that dismissal may be warranted, the member is allowed to present his or her case before the faculty council. The faculty council should investigate thoroughly before any action is taken. If the council determines that the facts warrant dismissal, the member, his or her parents, and the principal will be sent written

notification. The member will then surrender the NHS emblem and membership card to the chapter advisor.

## ***NATIONAL TECHNICAL HONOR SOCIETY***

Junior and Senior students are eligible for membership if they have met the following requirements:

- Student must accomplish 10 hours of verified community service between June 1 and May 15.
- Student must successfully complete two Career and Technology courses by graduation.
- Student must maintain an 80 average in each class each six weeks and turn in a copy of each report card within five days of receipt to advisor.
- Student must be a member of the CTE student organization (excluding business courses).
- Student must attain a staff recommendation.
- Students must maintain the NTHS standards of conduct.

## ***NONTRADITIONAL ACADEMIC PROGRAMS***

### **Early Graduation**

Any student is eligible for early graduation. See the counselor for more information regarding early graduation. The following are a few guidelines for those that choose to graduate early. To apply for early graduation, a letter of intent must be filed with the counselor no later than the end of their sophomore year.

- All early graduates will participate in Junior events until mid-term (i.e. Junior fund raiser for prom).
- No early graduate is eligible for Homecoming King or Queen.
- No early graduate is eligible for Senior Favorites or Senior Class officer.

### ***PASS Program***

The PASS Program may be approved as an alternative school for certain students. This program is designed for students at risk of dropping out of school. It is also available for students who may be behind in classification and wish to gain credits to graduate on time. Students must obtain permission from the administration of Hughes Springs ISD and have a letter of recommendation from the counselor in order to enroll in the PASS Program. This program will not be used to help a student graduate early. Students must

be concurrently enrolled in Hughes Springs High School while attending the PASS program.

### ***PEP RALLIES***

Pep rallies will be held each Friday before football games. All students are expected to attend.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

### ***PRAYER***

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

### ***PROMOTION AND RETENTION***

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

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

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

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

## **Psychotropic Drugs**

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

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

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

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

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

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

A student who leaves campus without proper approval will be subject to disciplinary action.

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

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

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines, which are approved by the principal, that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

## **SAFETY**

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

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

## **Accident Insurance**

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

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

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

### **Fire Drill Bells**

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

### **Tornado Drill Bells**

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

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications,

foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Emergency School-Closing Information**

If it becomes necessary to close school due to weather, which creates hazardous road conditions, local radio, school to phone, and television stations will be notified. On those days when these conditions may exist, listen to local radio or television stations for information regarding school closings.

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

Many colleges require either the ACT or the SAT for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken in the spring of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Accu Placer.

### **SCHOOL FACILITIES**

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

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

The following areas are open to students before school, beginning at 7:35 a.m.

- old gym (only in inclement weather)
- court yard

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

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

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

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

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

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

## **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Brenda Simpson, food services manager, to apply.

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

## **Library**

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

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

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

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

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

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

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

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

## **Vehicles on Campus**

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

A \$5.00 parking tag must be obtained in the principal's office after showing proof of insurance and driver's license. All students will park in the East Parking Lot. Any student not following the parking guidelines or exhibiting unsafe driving, on or near school property, will face possible discipline and/or the revoking of driving privileges.

## **Trained Dogs**

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

## ***SPECIAL PROGRAMS***

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

## ***STATE-MANDATED TESTS***

Students at certain grade levels will take state mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–8 without the aid of technology and, in grades 9–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grade 9
- English language arts in grades 10-11
- Social studies in grades and 10-11
- Science in grades 10-11 [See note below.]
- Any other subject and grade required by federal law

[See policy EKB.]

## **STEROIDS**

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

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

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

## **Student Speakers**

Student Speakers will be as defined in district policy FNA (Local).

## **SUMMER SCHOOL**

Hughes Springs Independent School District does not conduct summer classes at the high school level. Students needing to take courses during the summer must earn credits through the PASS program. See the school counselor for more information.

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

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

## **TAKS INCENTIVES:**

Freshman, Sophomore, and Junior Classes whose scores are all above state average or a substantial increase over the previous year will be treated to a crawfish boil.

## **TARDINESS**

Students who are not in the classroom when the bell begins to ring are tardy. **A student missing 25 minutes of a 90 minute class or 15 minutes of a 50 minute class will be counted absent for that class.** Each student may receive **three** tardies each semester before disciplinary action is taken. Discipline action will be taken after the third tardy. There is no longer a designation between excused or unexcused. A tardy is simply a tardy.

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

**Grounds Improvement Program (GIP)** is a 30 minute community service type disciplinary measure for excessive tardies and minor infractions as determined by administration. GIP allows for students to make up lost time while improving the physical appearance of the campus. It is not meant to be an easy or enjoyable consequence but rather one that will be considered before being habitually tardy. All tardies are cumulative for the semester.

## **TEXTBOOKS/CALULATORS**

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

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information may be obtained by calling David Hinerman, 903-639-3807.

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

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

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

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

When students ride in a district van or passenger car, seat belts must be fastened at all times.

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

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the *Student Code of Conduct*.

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. The office will issue a visitor pass, which the visitor will return at departure.

Visitors will be limited to parents, siblings, and former graduates of Hughes Springs High School, unless otherwise approved by the principal.

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

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

### ***WITHDRAWING FROM SCHOOL***

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

On the student's last day, the student's records will be checked and cleared prior to withdrawal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

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

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

### **Discipline Level General Guide:**

Level 1 examples including but not limited to;

- Tardy to class.
- Failure to deliver/return written communication between home and school.
- No bringing required classroom materials and/or assigned work to class.
- Refusal to complete assigned work.
- Refusing to follow classroom rules.
- Running and/or making excessive noise in the halls
- Dress-code violations.
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

Level 2 examples including but not limited to;

- Any repeated violation cited in the previous level.

- Engaging in inappropriate public display of a affection. (Outside of holding hands or a friendly greeting hug.)
- Exhibiting any unacceptable physical contact, which could result in injury.
- Lunchroom or restroom misconduct.
- Misuse of district technology.
- Possession of electronic devices or cell phone turned on during the day.
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

Level 3 examples including but not limited to;

- Any repeated violation cited in the previous level.
- Throwing objects that can cause bodily injury or damage to property.
- Truancy.
- Unwanted touching of others.
- Verbally or physical taunting or bullying other students.
- Acts of disobedience or disorderly behavior, which is detrimental to the school, harmful to health and safety, or inhibit the rights of others.
- Being disrespectful toward school personnel or school visitors.
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

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

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

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

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

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district

as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

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

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

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