

**HUGHES SPRINGS**



**HIGH SCHOOL**

**2020 - 2021**

**STUDENT HANDBOOK**

## Table of Contents

Preface .....	9
Accessibility .....	10
Section I: Parental Rights.....	11
Consent, Opt-Out, and Refusal Rights .....	11
Participation in Third-Party Surveys .....	15
Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction .....	16
Right of Access to Student Records, Curriculum Materials, and District Records / Policies..	18
A Student with Exceptionalities or Special Circumstances .....	22
Section II: Other Important Information for Parents and Students	29
Absences / Attendance.....	29
Accountability under State and Federal Law .....	34
Armed Services Vocational Aptitude Battery Test .....	34
Awards and Honors (High School) .....	35
Bullying.....	36
Career and Technical Education (CTE) Programs .....	38
Celebrations .....	39
Child Sexual Abuse, Trafficking, and Other Maltreatment of Children .....	39
Class Rank / Highest-Ranking Student .....	41
Class Schedules.....	42
College and University Admissions and Financial Aid .....	42
College Credit Courses.....	43
Communications—Automated .....	44
Complaints and Concerns .....	44
Conduct .....	45
Discipline Management Plan .....	45
Counseling.....	49
Course Credit.....	50
Credit by Examination <i>If a Student Has Taken the Course / Subject</i> .....	50
Credit by Examination for Advancement / Acceleration <i>If a Student Has Not Taken the Course / Subject</i> .....	51

## Hughes Spring High School Student Handbook

Dating Violence, Discrimination, Harassment, and Retaliation.....	51
Discrimination .....	55
Distance Learning .....	55
Distribution of Literature, Published Materials, or Other Documents.....	55
Dress and Grooming.....	57
Electronic Devices and Technology Resources .....	60
End-of-Course (EOC) Assessments.....	62
EXEMPTION FROM FINAL EXAMS .....	62
English Learners.....	62
Extracurricular Activities, Clubs, and Organizations .....	62
Standards of Behavior .....	64
Extracurricular Code of Conduct.....	64
Fees .....	66
Fundraising.....	67
Gang-Free Zones.....	67
Gender-Based Harassment.....	67
Grade-Level Classification (Grades 9–12 Only) .....	67
Grading Guidelines .....	68
Graduation .....	72
Harassment .....	78
Hazing.....	78
Health-Physical and Mental.....	78
Health-Related Resources, Policies, and Procedures.....	85
Homeless Students.....	87
Law Enforcement Agencies.....	87
Leaving Campus.....	88
During Lunch .....	89
Lost and Found.....	89
MANDATORY TUTORIALS .....	89
Makeup Work.....	90
[Look in Grading Guidelines] .....	90
Nondiscrimination Statement .....	91
Parent and Family Engagement.....	92

## Hughes Spring High School Student Handbook

Parking and Parking Permits (Secondary Grade Levels Only) .....	93
Pledges of Allegiance and a Minute of Silence .....	94
Prayer .....	94
Promotion and Retention .....	94
Release of Students from School .....	95
Report Cards / Progress Reports and Conferences .....	95
Retaliation .....	96
Safety.....	96
SAT, ACT, and Other Standardized Tests .....	98
Schedule Changes.....	98
School Facilities .....	98
School-sponsored Field Trips.....	101
Searches .....	101
Vehicles on Campus.....	103
Sexual Harassment .....	103
Special Programs .....	103
Standardized Testing .....	104
Students in Foster Care .....	105
Students Who are Homeless (All Grade Levels).....	105
Student Speakers.....	105
Summer School.....	106
Tardies.....	106
Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials .....	106
Transfers.....	107
Transportation.....	107
Vandalism.....	108
Video Cameras.....	108
Visitors to the School.....	109
Volunteers .....	110
Voter Registration .....	110
Withdrawing from School.....	110
Glossary .....	112

Appendix: Freedom from Bullying Policy.....115  
Student Welfare: Freedom from Bullying.....115

**\*\*Some guidelines may change throughout the summer and year and be added at a later date as a supplement. These changes are the result of either a legislative, T.E.A., or a local district ruling. \*\***

**\*\*THERE WILL BE ADDITIONS TO THE HANDBOOK DEALING WITH COVID-19 HEALTH GUIDELINES THROUGHOUT THE YEAR, THESE CHANGES WILL BE STRICTLY ENFORCED\*\***

**Hughes Springs ISD Vision**

Our students respect themselves and others. They have very strong academic, social, and emotional skills allowing them to be happy and responsible citizens. These skills enable them to be productive and make a positive contribution to the District. Our students succeed because we care. We are a family where every person is important. Through open and honest communication, we unify the campus, classroom, and community to support students in their pursuit of success. As positive role models, we support learning through total participation in all areas of education. Our example leads to the success and achievement of this community.

*At Hughes Springs ISD we believe....*

- ....in challenging students to be life-long learners
- .... parents and staff lead by example and should continue to learn
- .... all students are unique and deserve the opportunity to achieve their potential
- .... staff, parents, students and community members are responsible for the learning and success of each student.
- .... parental and community involvement are vital to student success.

**HUGHES SPRINGS I.S.D. BOARD OF TRUSTEES**

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**Billy Willis – Vice President**

**Robin Shelton – Secretary**

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**Robert Johnson**

**Scott Nelson**

**Deanna Putman**

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**Blake Smith**

**Weston Hooper**

**Landen Terrell**

**Bobbie Anderson**

**TECHNOLOGY INTEGRATIONIST**

**Hannah Fitch**

**HUGHES SPRINGS I.S.D. POLICE DEPARTMENT**

**Chief Wayne Mosley—Sec. Resource Officer**

**Jeff Pilgrim—Elem. Resource Officer**

**HIGH SCHOOL OFFICE STAFF**

**Brian Nation – High School Principal**

**Ben Scharnberg – Assist. Principal**

**Staci Jones - Secretary**

**Jenny Vestal – PEIMS Secretary**

**Secondary School Nurse – Melissa Stonesifer**

**HIGH SCHOOL COUNSELOR**

**Jana Scharnberg - Counselor**

**Renee Dean – Secretary**

**ATHLETIC DIRECTOR**

**Chris Edwards**

**CORE TEACHERS**

**LANGUAGE ARTS**

**Tamara Stocks – English 1 &1 Honors**

**Lisa Moreland – English 4, OAP, Theatre Arts**

**Lisa O’Dell – English 2 & 2 Honors**

**Jamie Seely – English 3 & 3 Honors, 1-4  
Yearbook**

**Melinda Biddy – English 4**

**MATH**

**James Fitch – Eng. Math, Robotics, Computer**

**Kelley Pemberton – Geometry, Pre-Cal**

**Gary Sikes – Algebra 2**

**Ben Whittington – Algebra 1, Honors**

**Brittany Thomasson – College Academy, Math    Taffy Baird - Math**

**SCIENCE**

**Jeff Cole – Chemistry, Phys Honors**

**Katie Denevan – Biology, Bio Honors, A&P**

**Lisa Baxter – IPC**

**Sarah Fowler – Ant/Phys, Health Sciences**

**SOCIAL STUDIES**

**Jeff Perritte – US History, Honors**

**James Reagan – Government/Economics, Ath.**

**Andrew Dunn – W. History, Ath.**

**Phillip Neill – World Geography, Ath.**

**LOTE**

**Jose Rios – Spanish 2, 3 Honors**

**Katrina Sutton – Spanish 1**

**Robin Powell - ESL**

**HEALTH & PHYSICAL EDUCATION**

**Chris Edwards – Ath**

**Patrick Dukes – Health, Physical Education, Ath**

Jeremy Phillips – Physical Education, Ath      April Breshears – Physical Education, Ath

John Bransford – Athletic Trainer

**CTE ELECTIVES & FINE ARTS**

Yara Ballesteros – BIM 1, 2

Katlyn French – Agriculture

Shara Klaus – Art 1, 2-4

Wayne Mosley – Resource Officer, Law

Tisha Thompson – Mustang Media, Ath

Wendy Pilgrim – Health Sciences

Raegan Rice – Culinary Arts

Sandra Willis – Business, DC Speech, Marketing

Reggie Whatley – Band

Ethen Ragsdale – Agriculture

Sarah Fowler – Ant/Phys, Health Sciences

Hanah Fitch – Computer Maintenance, Technology Integrationist

**SPED**

John Walker – Math, English, Algebra/Geometry, Ath

Holly Neill – Life-skills

Beverly Nichols – Diag.

Becky Shelton - Secretary

**AIDES**

Annette Burson – Library Aide

Betty Carpenter

Monica Sampson

Lupe Beles

Heather Young

Jennifer McCullough

**DAEP**

Scott Hanes – Admin

Matt Nichols - Aide

**CUSTODIANS**

Theresa Peppers

Betty Rowe

Britney Brooke

Arby Alexander

Roderick Hatten



**HUGHES SPRINGS HIGH SCHOOL**

**2020-2021 BELL SCHEDULE**

**REGULAR SCHEDULE**

<b>First Bell</b>	<b>7:50</b>
<b>First Period</b>	<b>7:55 – 8:41</b>
<b>Second Period</b>	<b>8:45 – 9:31</b>
<b>Third Period</b>	<b>9:35 – 10:21</b>
<b>Fourth Period</b>	<b>10:25 – 11:11</b>
<b>Fifth Period</b>	<b>11:15 – 12:01</b>
<b>Sixth Period</b>	<b>12:05 – 12:51</b>
<b>Lunch</b>	<b>12:51 – 1:21</b>
<b>Flex (Tutorial) Period</b>	<b>1:25 – 1:40</b>
<b>Seventh Period</b>	<b>1:44 – 2:30</b>
<b>Eighth Period</b>	<b>2:34 – 3:30</b>

**PEP RALLY SCHEDULE (FRIDAY'S HOME GAMES)**

<b>First Bell</b>	<b>7:50</b>
<b>First Period</b>	<b>7:55 – 8:41</b>
<b>Second Period</b>	<b>8:45 – 9:31</b>
<b>Third Period</b>	<b>9:35 – 10:21</b>
<b>Fourth Period</b>	<b>10:25 – 11:11</b>
<b>Fifth Period</b>	<b>11:15 – 12:01</b>
<b>Sixth Period</b>	<b>12:05 – 12:51</b>
<b>Lunch</b>	<b>12:51 – 1:21</b>
<b>Seventh Period</b>	<b>1:25 – 2:11</b>
<b>Eighth Period</b>	<b>2:15 – 3:01</b>
<b>Pep Rally</b>	<b>3:05 – 3:30</b>

**\*PEP RALLY'S WILL GO AS NEEDED FOR THE SEASON\***

## Preface

### Parents and Students:

Welcome to the new school year!

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

The Hughes Springs High School Student Handbook is a general reference guide that is divided into two sections:

**Section I: Parental Rights** will help you respond to school-related issues regarding curriculum and the school environment.

**Section II: Other Important Information for Parents and Students** is organized alphabetically by topic. Where applicable, it is divided by age and/or grade level.

**Note:** Unless otherwise noted, the term “parent” refers to the parent, legal guardian, any person granted some other type of lawful control of a student, or any other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to align with board policy and the Student Code of Conduct, a board-adopted document intended to promote school safety and an atmosphere for learning. The Student Handbook is **not** meant to be a complete statement of all policies, procedures, or rules in any given circumstance.

In case of conflicts between board policy (including the Student Code of Conduct) and any Student Handbook provision, the district will follow board policy and the Student Code of Conduct.

Therefore, parents and students should become familiar with the Hughes Springs I.S.D. Student Code of Conduct. To review the Code of Conduct, visit the district’s website at [www.hsisd.net](http://www.hsisd.net). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

A hard copy of either the Student Code of Conduct or Student Handbook can be requested at high school office.

The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending board meetings and reviewing newsletter and other communications explaining changes in policy or other rules that affect Student Handbook provisions. The district reserves the right to modify the Student Handbook at any time. Notice of revisions will be provided as is reasonably practical.

Although the Student Handbook may refer to rights established through law or district policy, it does not create additional rights for parents and students. It does not, nor is it intended to, represent a contract between any parent or student and the district.

For questions about the material in this handbook, please contact Brian Nation, high school principal, at 903-639-3841.

Complete and return to the student's campus the following electronic forms (provided in the forms packet distributed at the beginning of the year or upon enrollment):

- Acknowledgment of Electronic Distribution of Student Handbook],
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information,
- Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education (if you choose to restrict the release of information to these entities), and
- Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** for more information.]

**Note:** References to board policy codes are included for ease of reference. The hard copy of the district's official policy manual is available for review in (the district administration office), and an unofficial electronic copy is available at [www.hsisd.net](http://www.hsisd.net).

### **Accessibility**

If you have difficulty accessing this handbook because of a disability, please contact the Administration office, [www.hsisd.net](http://www.hsisd.net), or 903-639-3802.

## Section I: Parental Rights

This section describes certain parental rights as specified in state or federal law.

### Consent, Opt-Out, and Refusal Rights

#### *Consent to Conduct a Psychological Evaluation*

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, screening, or treatment, without obtaining prior written parental consent.

The district will not provide a mental health care service to a student except as permitted by law.

The district has established procedures for providing a parent with a recommendation for an intervention for a student with early warning signs of mental health concerns or substance abuse or who has been identified as at risk of attempting suicide. The district's mental health liaison will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and a possible need for intervention and provide information about available counseling options.

The district's procedures:

- Referral by campus counselor
- Parent informed
- Parent/teacher information on student
- Collect academic/discipline data
- Special Ed Director approval
- Diagnostician will contact parent for written permission for evaluation
- Will proceed after written permission and contact psychologist.

The district has also established procedures for staff to notify the mental health liaison regarding a student who may need intervention.

The mental health liaison, Mrs. Jana Scharnberg, can be reached at [scharnbergj@hsisd.net](mailto:scharnbergj@hsisd.net) or 903-639-3874 and can provide further information regarding these procedures as well as educational materials on identifying risk factors, accessing resources for treatment or support on- and off-campus, and accessing available student accommodations provided on campus.

For further information, see **Mental Health Support** on page **Error! Bookmark not defined..**

**Note:** An evaluation may be legally required under special education rules or by the Texas Education Agency (TEA) for child abuse investigations and reports.

### ***Consent to Display a Student's Original Works and Personal Information***

Teachers may display a student's work in classrooms or elsewhere on campus as recognition of student achievement without seeking prior parental consent. These displays may include personally identifiable student information. Student work includes:

- Artwork,
- Special projects,
- Photographs,
- Original videos or voice recordings, and
- Other original works.

However, the district will seek parental consent before displaying a student's work on the district's website, a website affiliated or sponsored by the district (such as a campus or classroom website), or in district publications, which may include printed materials, videos, or other methods of mass communication.

### ***Consent to Receive Parenting and Paternity Awareness Instruction if a Student is under Age 14***

A student under age 14 must have parental permission to participate in the district's parenting and paternity awareness program. This program was developed by the Office of the Texas Attorney General and the State Board of Education (SBOE) to be incorporated into health education classes.

### ***Consent to Video or Audio Record a Student when Not Already Permitted by Law***

State law permits the school to make a video or voice recording without parental permission when it:

- Is to be used for school safety,
- Relates to classroom instruction or a cocurricular or extracurricular activity,
- Relates to media coverage of the school, or
- Relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

In other circumstances, the district will seek written parental consent before making a video or voice recording of a student.

### ***Prohibiting the Use of Corporal Punishment***

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

However, in accordance with law, the district may not administer corporal punishment if a student's parent submits a signed, written statement prohibiting its use.

A parent who does not want corporal punishment administered to his or her child must fill out electronic form included in family access **or** submit a written statement to the campus principal stating this decision. This signed statement must be submitted each school year. A parent may revoke this prohibition at any time during the school year by providing a signed statement to the campus principal.

**Note:**

- District personnel may use discipline methods other than corporal punishment if a parent requests that corporal punishment not be used.
- If the district knows that a student is in temporary or permanent custody of the state (through foster care, kinship care, or other arrangements), corporal punishment will not be administered, even when the student's caregiver or caseworker has not submitted a signed statement prohibiting its use.

***Limiting Electronic Communications between Students and District Employees***

The district permits teachers and other approved employees to use electronic communications with students within the scope of professional responsibilities, as described by district guidelines.

For example, a teacher may create a social networking page for his or her class to relay information regarding class work, homework, and tests. A parent is welcome to such a page.

However, text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity must communicate with a student participating in that activity.

The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

The employee is required to send a copy of the text message to the employee's district email address.

A parent who does not want his or her child to receive one-to-one electronic communications from a district employee should contact the campus principal.

***Objecting to the Release of Directory Information***

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated "directory information" from a student's education records without written consent.

"Directory information" is information that, if released, is generally not considered harmful or an invasion of privacy. Examples include:

- A student's photograph (for publication in the school yearbook);

- A student's name and grade level (for communicating class and teacher assignments);
- The name, weight, and height of an athlete (for publication in a school athletic program);
- A list of student birthdays (for generating schoolwide or classroom recognition);
- A student's name and photograph (posted on a district-approved and -managed social media platform); and
- The names and grade levels of students submitted by the district to a local newspaper or other community publication (to recognize the A/B honor roll for a specific grading period.)

Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of this information. Any objection must be made in writing to the principal within ten school days of the student's first day of instruction for this school year. [See **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**, included in the forms packet.]

As allowed by state law, the district has identified two directory information lists—one for school-sponsored purposes and a second for all other requests. For district publications and announcements, the district has designated the following as directory information: child's name, address, telephone listing, email 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, and enrollment status. If a parent does not object to the use of his or her child's information for these school-sponsored purposes, the school will not ask permission each time the district wants to use the information for these purposes.

For all other purposes, the district has identified the following as directory information: : child's name, address, telephone listing, email 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, and enrollment status. If a parent does not object to the use of the student's information for these purposes, the school must release this information when requested by an outside entity or individual.

**Note:** Review **Authorized Inspection and Use of Student Records**.

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

Unless a parent has advised the district not to release his or her student's information, Every Student Succeeds Act (ESSA) requires the district to comply with requests by military recruiters or institutions of higher education for the student's:

- Name,
- Address, and
- Telephone listing.

- [See **Parent’s Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education**, included in the forms packet.]

## **Participation in Third-Party Surveys**

### ***Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation***

A student 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;
- Sex 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 parent; or
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in or receive financial assistance under a program.

A parent can inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation. [For more information, see policy EF(LEGAL).]

### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

The Protection of Pupil Rights Amendment (PPRA) requires that a parent be notified when a survey is not funded by the U.S. Department of Education.

A parent has a right to deny permission for his or her child’s participation in:

- Any survey concerning private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from the child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student.

Exceptions are hearing, vision, or spinal screenings, or any physical examination or screening permitted or required under state law. [See policies EF and FFAA.]

A parent may inspect:



- Protected information surveys of students and surveys created by a third party;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

## **Removing a Student from Instruction or Excusing a Student from a Required Component of Instruction**

### ***Human Sexuality Instruction***

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

State law requires that the district provide written notice before each school year of the board's decision to provide human sexuality instruction.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

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

Per state law, here is a summary of the district's curriculum regarding human sexuality instruction:

**Instructors will have P.A.P.A training through the Region 8 ECS.**

A parent is entitled to review the curriculum materials. In addition, a parent may remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties. A parent may also choose to become more involved with the development of this curriculum by becoming a member of the district's SHAC. (See the campus principal for details.)

### ***Reciting a Portion of the Declaration of Independence in Grades 3–12***

State law designates the week of September 17 as Celebrate Freedom Week and requires all social studies classes provide:

- Instruction concerning the intent, meaning, and importance of the Declaration of Independence and the U.S. Constitution, and
- A specific recitation from the Declaration of Independence for students in grades 3–12.

Per state law, a student may be excused from recitation of a portion of the Declaration of Independence if:

- A parent provides a written statement requesting that his or her child be excused,
- The district determines that the student has a conscientious objection to the recitation, or
- A parent is a representative of a foreign government to whom the U.S. government extends diplomatic immunity.

[See policy EHBK(LEGAL).]

### ***Reciting the Pledges to the U.S. and Texas Flags***

A parent may request that his or her child be excused from participation in the daily recitation of the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. The request must be made in writing.

State law, however, requires that all students participate in one minute of silence following recitation of the pledges.

[See **Pledges of Allegiance and a Minute of Silence** and policy EC(LEGAL).]

### ***Religious or Moral Beliefs***

A parent may remove his or her child temporarily from the classroom if a scheduled instructional activity conflicts with the parent's religious or moral beliefs.

The removal may not be used to avoid a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by state law.

### ***Tutoring or Test Preparation***

A teacher may determine that a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills based on:

- Informal observations,
- Evaluative data such as grades earned on assignments or tests, or
- Results from diagnostic assessments.

The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible.

In accordance with state law and policy EC, without parental permission, districts are prohibited from removing a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the days the class is offered.

Under state law, students with grades below 70 for a reporting period are required to attend tutorial services—if the district offers these services.

[For questions about school-provided tutoring programs, see policies EC and EHBC, and contact the student’s teacher.]

## **Right of Access to Student Records, Curriculum Materials, and District Records / Policies**

### ***Instructional Materials***

A parent has the 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.

A parent is also entitled to request that the school allow the student to take home instructional materials the student uses. The school may ask the student to return the materials at the beginning of the next school day.

A school must provide printed versions of electronic instructional materials to a student if the student does not have reliable access to technology at home.

### ***Notices of Certain Student Misconduct to Noncustodial Parent***

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

### ***Participation in Federally Required, State-Mandated, and District Assessments***

In accordance with Every Student Succeeds Act (ESSA), a parent may request information regarding any federal, state, or district policy related to his or her child’s participation in required assessments.

### ***Student Records***

#### **Accessing Student Records**

A parent may review his or her child’s 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 school counselor evaluations,
- Reports of behavioral patterns,
- Records relating to assistance provided for learning difficulties, including information collected regarding any intervention strategies used with the child, as the term “intervention strategy” is defined by law,
- State assessment instruments that have been administered to the child, and
- Teaching materials and tests used in the child’s classroom.

### **Authorized Inspection and Use of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students certain rights regarding student education records.

For purposes of student records, an “eligible” student is anyone age 18 or older or who attends a postsecondary educational institution. These rights, as discussed here and at **Objecting to the Release of Directory Information**, are the right to:

- Inspect and review student records within 45 days after the day the school receives a request for access;
- Request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA;
- Provide written consent before the school discloses personally identifiable information from the student’s records, except to the extent that FERPA authorizes disclosure without consent; and
- File a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202

Both FERPA and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy.

Before disclosing personally identifiable information from a student’s records, the district must verify the identity of the person, including a parent or the student, requesting the information.

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

Inspection and release of student records is restricted to an eligible student or a student's parent—whether married, separated, or divorced—unless the school receives a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that control of the records goes to the student as soon as the student:

- Reaches the age of 18,
- Is emancipated by a court, or
- Enrolls in a postsecondary educational institution.

However, the parent may continue to have access to the records if the student is a dependent for tax purposes and, under limited circumstances, when there is a threat to the health and safety of the student or other individuals.

FERPA permits the disclosure of personally identifiable information from a student's education records without written consent of the parent or eligible student:

- When school officials have what federal law refers to as a "legitimate educational interest" in a student's records.
  - Legitimate educational interest may include:
    - Working with the student;
    - Considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities;
    - Compiling statistical data;
    - Reviewing an educational record to fulfill the official's professional responsibility; or
    - Investigating or evaluating programs.

School officials would include:

- Board members and employees, such as the superintendent, administrators, and principals;
- Teachers, school counselors, diagnosticians, and support staff (including district health or medical staff);
- A person or company with whom the district has contracted or allowed to provide a specific institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, or volunteer);
- A parent or student serving on a school committee; or
- A parent or student assisting a school official in the performance of his or her duties.

FERPA also permits the disclosure of personally identifiable information without written consent:

- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, the Texas Education Agency, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or, in certain cases, other child welfare representatives.
- To individuals or entities granted access in response to a subpoena or court order.
- To another school, district/system, or postsecondary educational institution to which a student seeks or intends to enroll or in which the student already is enrolled.
- In connection with financial aid for which a student has applied or has received.
- To accrediting organizations to carry out accrediting functions.
- To organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses directory information-designated details. [To prohibit this disclosure, see **Objecting to the Release of Directory Information.**]

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

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

A parent or eligible student who wants to inspect the student's records should submit a written request to the records custodian identifying the records he or she wants to inspect.

Records may be reviewed in person during regular school hours. The records custodian or designee will be available to explain the record and to answer questions.

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

The address of the superintendent's office is 871 Taylor Street, Hughes Springs, TX 75656.

The address of the principal's office is: 701 North Russell, Hughes Springs, TX 75656.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights.

A request to correct a student's record should be submitted to the appropriate records custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information 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 after the hearing the records are not amended, the parent or eligible student has 30 school days to place a statement in the student's record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the complaint process found in policy FNG(LOCAL). A grade issued by a teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading guidelines. [See Finality of Grades at FNG(LEGAL), **Report Cards/Progress Reports and Conferences**, and **Complaints and Concerns**.]

The district's student records policy is found at policy FL(LEGAL) and (LOCAL) and is available at the principal's or superintendent's office, and the website, [www.hsisd.net](http://www.hsisd.net).

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

### ***Teacher and Staff Professional Qualifications***

A parent may request information regarding the professional qualifications of his or her child's teachers, including whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- Has an emergency permit or other provisional status for which state requirements have been waived,
- Is currently teaching in the field of discipline of his or her certification.

The parent also has the right to request information about the qualifications of any paraprofessional who may provide services to the child.

### **A Student with Exceptionalities or Special Circumstances**

#### ***Children of Military Families***

The Interstate Compact on Educational Opportunities for Military Children entitles children of military families to flexibility regarding certain district and state requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participation in extracurricular activities;
- Enrollment in the Texas Virtual School Network (TXVSN); and
- Graduation requirements.

The district will excuse absences related to a student visiting a parent, including a stepparent or legal guardian, who is:

- Called to active duty,
- On leave, or
- Returning from a deployment of at least four months.

The district will permit **no more than five** excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at [Military Family Resources at the Texas Education Agency](#).

## ***Parental Role in Certain Classroom and School Assignments***

### **Multiple-Birth Siblings**

State law permits a parent of multiple-birth siblings (e.g., twins, triplets) assigned to the same grade and campus to request in writing that the children be placed in either the same classroom or separate classrooms.

Written requests must be submitted by the 14th day after the students' enrollment. [See policy FDB(LEGAL).]

### **Safety Transfers / Assignments**

The board or its designee will honor a parent's request to transfer his or her child to another classroom or campus if the district has determined that the child has been a victim of bullying, including cyberbullying, as defined by Education Code 37.0832.

The board may transfer a student who has engaged in bullying to another classroom.

Transportation is not provided for a transfer to another campus. See the principal for more information.

[See **Bullying** and policies FDB and FFI for more information.]

The district will honor a parent's request for the transfer of his or her child to a safe public school in the district if the child attends a school identified by the Texas Education Agency as persistently dangerous or if the child has been a victim of a violent criminal offense while at school or on school grounds.

[See policy FDE for more information.]

The board will honor a parent's request for the transfer of his or her child to another district if the child has been the victim of sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. In accordance with policy FDE, if the victim does not wish to transfer, the board will transfer the assailant.



### ***Student Use of a Service / Assistance Animal***

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the principal before bringing the service/assistance animal on campus. The district will try to accommodate a request as soon as possible but will do so within ten district business days.

### ***A Student in the Conservatorship of the State (Foster Care)***

A student in the conservatorship (custody) of the state who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities at any point during the year.

The district will grant partial course credit by semester when the student only passes one semester of a two-semester course.

A student in the conservatorship of the state who is moved outside the district's or school's attendance boundaries—or who is initially placed in the conservatorship of the state and moved outside the district's or school's boundaries—is entitled to remain at the school the student was attending prior to the placement or move until the student reaches the highest grade level at that particular school.

If a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request a diploma from the previous district if the student meets its graduation criteria.

For a student in the conservatorship of the state who is eligible for a tuition and fee exemption under state law and likely to be in care on the day preceding the student's 18th birthday, the district will:

- Assist the student with the completion of applications for admission or financial aid;
- Arrange and accompany the student on campus visits;
- Assist in researching and applying for private or institution-sponsored scholarships;
- Identify whether the student is a candidate for appointment to a military academy;
- Assist the student in registering and preparing for college entrance examinations, including (subject to the availability of funds) arranging for the payment of examination fees by the Texas Department of Family and Protective Services (DFPS); and
- Coordinate contact between the student and a liaison officer for students formerly in the conservatorship of the state.

[See **Credit by Examination for Advancement/Acceleration**, **Course Credit**, and **A Student in Foster Care** for more information.]

### ***A Student Who Is Homeless***

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement (if the student is unable to provide previous academic records or misses an application deadline during a period of homelessness);
- Credit-by-examination opportunities at any point during the year (if the student enrolled in the district after the beginning of the school year), per State Board of Education (SBOE) rules;
- Awarding partial credit when a student passes only one semester of a two-semester course;
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

Federal law allows a homeless student to remain enrolled in the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

If a homeless student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, state law allows the student to request a diploma from the previous district if the student meets the criteria to graduate from the previous district.

A student or parent who is dissatisfied by the district’s eligibility, school selection, or enrollment decision may appeal through policy FNG(LOCAL). The district will expedite local timelines, when possible, for prompt dispute resolution.

[See **Credit by Examination for Advancement/Acceleration, Course Credit, and Homeless Students** for more information.]

### ***A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services***

For those students who are having difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individuals listed below to learn about the school’s overall general education referral or screening system for support services.

This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine whether the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

## Special Education Referrals

If a parent makes a **written request** for an initial evaluation for special education services to the director of special education services or to a district administrative employee of the school district, the district must respond no later than **15 school days** after receiving the request. At that time, the district must give the parent prior written notice of whether it agrees or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

**Note:** A request for a special education evaluation may be made verbally; it does not need to be made in writing. Districts must still comply with all federal prior-written notices and procedural safeguard requirements as well as the requirements for identifying, locating, and evaluating children who are suspected of having a disability and in need of special education. However, a verbal request does not require the district to respond within the 15 school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an **exception** to the 45-school-day timeline. If the district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30 due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the school district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

## Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is Jana Scharnberg at 903-639-3874.

## Section 504 Referrals

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice,
- An opportunity for a parent or guardian to examine relevant records,

- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and
- A review procedure.

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is Jana Scharnberg at 903-639-3874.

[See **A Student with Physical or Mental Impairments Protected under Section 504.**]

Visit these websites for information regarding students with disabilities and the family:

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### **Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education**

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### ***A Student Who Receives Special Education Services with Other School-Aged Children in the Home***

If a student is receiving special education services at a campus outside his or her attendance zone, state law permits the parent or guardian to request that other students residing in the household be transferred to the same campus—if the grade level for the transferring student is offered on that campus.

The student receiving special education services would be entitled to transportation; however, the district is not required to provide transportation to other children in the household.

The parent or guardian should contact the school principal regarding transportation needs prior to requesting a transfer for other children in the home. [See policy FDB(LOCAL).]

### ***A Student Who Speaks a Primary Language Other than English***

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

[See **English Learners** and **Special Programs.**]

***A Student with Physical or Mental Impairments Protected under Section 504***

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law—and who does not otherwise qualify for special education services—may qualify for protections under Section 504 of the Rehabilitation Act.

Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities.

When an evaluation is requested, a committee will be formed to determine whether the student needs services and supports under Section 504 in order to receive a free appropriate public education (FAPE), as defined in federal law.

[See policy FB.]

[See **A Student Who Has Learning Difficulties or Who Needs Special Education or Section 504 Services** for more information.]

## **Section II: Other Important Information for Parents and Students**

This section contains important information on academics, school activities, and school operations and requirements.

It is organized alphabetically to serve as a quick-reference guide. Where applicable, the topics are further organized by grade level.

Parents and children should take a moment together to become familiar with the issues addressed in this section. For guidance on a particular topic, please contact Brian Nation at 903-639-3841.

### **Absences / Attendance**

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

#### ***Compulsory Attendance***

##### **Between Ages 6 and 19**

State law requires that a student between the ages of 6 and 19 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.

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

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

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

##### **Age 19 and Older**

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

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

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

## **Secondary Grade Levels**

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided this has been;

- Authorized by the board under policy FEA(LOCAL) and the student receives approval from the campus principal,
- Follows campus procedures to verify the visit, and
- Makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk, if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

## ***Failure to Comply with Compulsory Attendance***

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

**Any student involved in any extracurricular activities, CATE certifications, work programs, or drives a vehicle on campus, must maintain a 90% attendance rate throughout each week of the year. If it drops below 90% percent, the student, that is not in compliance, will not be allowed to perform in any extracurricular activities, contests, games, practices, CATE duties, work programs, or drive on campus until the attendance is back above 90%. (Exceptions: Those stated in the Exemptions for Compulsory Attendance, doctor's note – which student must be in attendance part of the school day, school related, extenuating circumstance for medical reasons – with a medical note, or death of a family member.**

### **Students with Disabilities**

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

### **Ages 6–18**

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school;
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is Ben Scharnberg. For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]



## **Age 19 and Older**

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

**The following serves as reminder of our current non-compliance policy for unexcused absences:**

**1 unexcused absence: Automated call to parents**

**2 unexcused absences: Automated call to parents**

**3 unexcused absences: School will call and send letter to parent**

**4 unexcused absences: Parent/student meeting with assistant principal**

**5 unexcused absences: Meeting with principal, assistant principal, parent/student**

**6 unexcused absences: One day of Saturday School**

**7 unexcused absences: Two days of Saturday School**

**8 unexcused absences: Four days of Saturday School**

**9 unexcused absences: Assigned 15 days of DAEP**

**10 unexcused absences: School will file truancy and court date will be TBA.**

**\*\*Transportation and lunch is not provided for Saturday School\*\***

## ***Attendance for Credit or Final Grade***

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered 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, or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.

- Absences incurred due to the student's participation in board-approved extracurricular activities will be considered by the attendance committee as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences
- The committee will consider whether the student or student's parent had any control over the absences.
- 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 discuss ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

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

### ***Official Attendance-Taking Time***

The district will take official attendance every day at 10:00 am.

A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

### ***Documentation after an Absence***

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note.

A note signed by the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law.

The campus will document in its attendance records whether the absence is excused or unexcused.

**Note:** The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

### ***Doctor's Note after an Absence for Illness***

Within two days of returning to school, a student absent for more than three 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. Otherwise, the

student's absence may be considered unexcused and, if so, would be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school to determine whether the absence or absences will be excused or unexcused.

[See policy FEC(LOCAL).]

### ***Driver License Attendance Verification***

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/driverlicense/teedriver.htm>.

**A student will not be eligible for a Verification of Enrollment and Attendance Form that is absent more than 10 percent and did not meet the 90 percent rule for one or more classes the semester prior to the application.**

### **Accountability under State and Federal Law**

Hughes Springs I.S.D. and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Accountability information can be found on the district's website at [www.hsisd.net](http://www.hsisd.net). Hard copies of any reports are available upon request to the district's administration office.

TEA maintains additional accountability and accreditation information at [TEA Performance Reporting Division](#) and the [TEA homepage](#).

### **Armed Services Vocational Aptitude Battery Test**

A student in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery test and consult with a military recruiter.

The test shall be offered on a date that will be posted on the website, [www.hsisd.net](http://www.hsisd.net), and other media outlets.

Please contact the high school counselor for information about this opportunity.

### **Awards and Honors (High School)**

Various awards and honors are given at various times during the year with the entire faculty voting for those they wish to be honored in an area. An Academic Awards Ceremony is hosted in the spring bestowing academic awards. A Senior Awards/Scholar Ceremony is conducted in the spring semester with awards and scholarships being presented.

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

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.

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. In addition, students must meet at least one of the following criteria:

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. EOC Advanced 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 only*

Students who qualify for this award will submit a one-page essay expressing why they would like to be considered for this award. A committee appointed by the principal will review records of qualifiers, evaluate essays, and make final decisions.

Membership in the Ring of Honor is 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 this award demands.

## **SENIOR COLLEGIATE SCHOLARS**

### **Requirements**

- Achieve Distinguished Level of Achievement
- Dual Credit – 12 hours with 3.0+ GPA in those classes
- ACT scores 23 (TSI exempt requirement)
- Pick a mentor that is a current educator or retired educator of Hughes Springs I.S.D.

### **Honor Roll**

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 is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone
- A computer
- A camera
- Electronic mail

- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool.

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name-calling
- Rumor-spreading
- Ostracism.
- If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal, or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.
- A student may anonymously report an alleged incident of bullying by going to the website, [www.hsisd.net](http://www.hsisd.net), click students, and then click Bullying Report Form.
- The administration will investigate any allegations of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.
- If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

- Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.
- Any retaliation against a student who reports an incident of bullying is prohibited.
- Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.
- The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district. [See **Safety Transfers/Assignments.**]
- A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.
- A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[See **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, the district's Student Code of Conduct, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **Career and Technical Education (CTE) Programs**

The district offers career and technical education programs in the following areas:

- STEM.
- Business & Industry.
- Public Services.

Admission to these programs is based on guidelines presented in the Academic Guidebook.

District policy prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, and activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended.

District policy also prohibits discrimination on the basis of race, color, national origin, sex, or handicap in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

[See **Nondiscrimination Statement** for the name and contact information for the Title IX coordinator and ADA/Section 504 coordinator, who will address certain allegations of discrimination.]

## **Celebrations**

Although a parent or grandparent may provide food to share for a school-designated function or for a student's birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss any classroom allergies with the teacher before bringing food to share.

Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[See **Food Allergies.**]

## **Child Sexual Abuse, Trafficking, and Other Maltreatment of Children**

The district has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children, which may be accessed at [www.hsisd.net](http://www.hsisd.net). Trafficking includes both sex and labor trafficking.

### ***Warning Signs of Sexual Abuse***

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has been or is being sexually abused may exhibit physical, behavioral, or emotional warning signs, including:

- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches;
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior; or
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Be aware that children and adolescents who have experienced dating violence may show similar physical, behavioral, and emotional warning signs. [See **Dating Violence, Discrimination, Harassment, and Retaliation.**]

### ***Warning Signs of Trafficking***

Child trafficking of any sort is prohibited by the Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography.



Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers are often trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

Possible warning signs of sexual trafficking in children include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude;
- Sudden appearance of expensive items (for example, manicures, designer clothes, purses, technology);
- Tattoos or branding;
- Refillable gift cards;
- Frequent runaway episodes;
- Multiple phones or social media accounts;
- Provocative pictures posted online or stored on the phone;
- Unexplained injuries;
- Isolation from family, friends, and community; and
- Older boyfriends or girlfriends.

Additional warning signs of labor trafficking in children include:

- Being unpaid, paid very little, or paid only through tips;
- Being employed but not having a school-authorized work permit;
- Being employed and having a work permit but clearly working outside the permitted hours for students;
- Owing a large debt and being unable to pay it off;
- Not being allowed breaks at work or being subjected to excessively long work hours;
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss;
- Not being in control of his or her own money;
- Living with an employer or having an employer listed as a student's caregiver; and
- A desire to quit a job but not being allowed to do so.

## ***Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children***

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, to report the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Children may be more reluctant to disclose sexual abuse than physical abuse and neglect and may only disclose sexual abuse indirectly. As a parent or trusted adult, it is important to be calm and comforting if your child or another child confides in you. Reassure the child that he or she did the right thing by telling you.

If your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or principal will provide information on counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to the CPS division of the DFPS at 1-800-252-5400 or on the web at [Texas Abuse Hotline Website](#)).

## ***Further Resources on Sexual Abuse, Trafficking, and Other Maltreatment of Children***

The following websites might help you become more aware of child abuse and neglect, sexual abuse, trafficking, and other maltreatment of children:

- [Child Welfare Information Gateway Factsheet](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [Office of the Texas Governor's Child Sex Trafficking Team](#)
- [Human Trafficking of School-aged Children](#)
- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [National Center of Safe Supportive Learning Environments: Child Labor Trafficking](#)

## **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, Distinguished Achievement Program or the

Distinguished Level of Achievement of the Foundation 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 advanced grade 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 grade 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, local credit course, and courses for which a student's admission, review, and dismissal (ARD) committee has modified the curriculum such that the student is not being instructed in the content, scope, and difficulty of the Texas Essential Knowledge and Skills (TEKS) are used in calibrating grade point average. Students may qualify for National Honor Society with a 3.5 or above grade point average.

[For further information, see the Hughes Springs High School Academic Handbook and policy EIC.]

Beginning with students who entered grade 9 in the 2014–15 school year, a new graduation program is in effect. Therefore, class rank procedures may be adjusted by the district based on the new graduation plan. As these decisions are made, the district will make the information available to the students affected by these changes.

### **Class Schedules**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule. **After the first day of school, schedules will only be changed with the principal's approval.**

[See **Schedule Changes** for information related to student requests to revise their course schedule.]

### **College and University Admissions and Financial Aid**

For two school years following graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the distinguished level of achievement under the foundation graduation program (a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses); or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The student is ultimately responsible for meeting the admission requirements of the university or college, including timely submission of a completed application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

The University of Texas at Austin may limit the number of automatically admitted students to 75 percent of the University's enrollment capacity for incoming resident freshmen. During the summer and fall 2020 terms and spring 2021 term, the University will admit the top six percent of a high school's graduating class who meet the above requirements. Additional applicants will be considered by the University of through a holistic review process.

As required by law, the district will provide written notice concerning automatic college admission, the curriculum requirements for financial aid, and the benefits of completing the requirements for automatic admission and financial aid. Parents and students will be asked to sign an acknowledgment that they received this information.

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

[See **Class Rank/Highest-Ranking Student** for information specifically related to how the district calculates a student's rank in class, and requirements for **Graduation** for information associated with the foundation graduation program.]

[See **Students in the Conservatorship of the State (Foster Care)** for information on assistance in transitioning to higher education for students in foster care.]

## **College Credit Courses**

Students in grades 9–12 may earn college credit through the following opportunities:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), International Baccalaureate (IB), or college preparatory;
- Enrollment in AP or dual credit courses through the Texas Virtual School Network (TXVSN);
- Enrollment in courses taught in conjunction and in partnership with Northeast Texas Community College, which may be offered on or off campus;
- Enrollment in courses taught at other colleges or universities; and
- Certain Career and Technical Education (CTE) courses.

All these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

Not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college

or university to determine if a particular course will count toward the student's desired degree plan.

## **Communications—Automated**

### ***Emergency***

The district will rely on contact information on file with the district to communicate with parents in an emergency, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

[See **Safety** for information regarding contact with parents during an emergency.]

### ***Nonemergency***

Your child's school will request that you provide contact information for the school to send information specific to your child, your child's school, or the district. If you provide a phone number for this purpose, please notify the school's administration office immediately if your number changes.

The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or email communications that are closely related to the school's mission, so prompt notification of any change in contact information will be crucial.

Standard messaging rates of your wireless phone carrier may apply.

If you have specific requests or needs related to how the district contacts you, please contact your child's principal. [See **Safety** for information regarding contact with parents during an emergency.]

## **Complaints and Concerns**

Student or parent concerns should be addressed in the following order:

1. Conference with the teacher or coach.
2. Conference with the athletic director if an athletic matter.
3. Conference with the principal.
4. Conference with the superintendent.
5. Conference with the Board of Trustees.

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal.

For those complaints and concerns that cannot be resolved informally, the board has adopted a Student and Parent Complaints/Grievances policy FNG(LOCAL). This policy can be viewed in the district's policy manual, available online at [www.hsisd.net](http://www.hsisd.net). The complaint forms can be accessed online at [www.hsisd.net](http://www.hsisd.net) or at the principal's or superintendent's office.

- To file a formal complaint a parent or student should complete and submit the complaint form.
- In general, the written complaint form should be completed and submitted to the campus principal in a timely manner.
- If the concern is not resolved, a parent or student may request a conference with the superintendent.
- If the concern is still unresolved, the district provides a process for parents and students to appeal to the board of trustees.

## **Conduct**

### ***Applicability of School Rules***

The board has adopted a Student Code of Conduct that defines standards of acceptable behavior—both on and off campus, as well as on district vehicles—and outlines 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.

During summer instruction, the Student Handbook and Student Code of Conduct in place for the school year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### ***Campus Behavior Coordinator***

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is listed below:

- Ben Scharnberg, JH/HS Assistant Principal, 903-639-3841, [scharnbergb@hsisd.net](mailto:scharnbergb@hsisd.net).

### ***Deliveries***

Except in emergencies, delivery of messages or packages to students will not be allowed during instructional time. A parent may leave a message in the office for the student. The office will not take deliveries of lunches or food items for students.

## **Discipline Management Plan**

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

Disciplinary actions are generally classified by level according to the severity of the infraction.

### **Level I: Teacher-Directed**

Level I behaviors are those which should be managed by the classroom teacher with teacher correction and immediate interventions. Any behavior that disrupts the learning process is misconduct, which will result in a consequence by the teacher. Chronic misconduct will

automatically become a Level II offense. Some Level I misconducts are listed below to ensure uniformity of behavior throughout the campus. Teachers also post classroom rules, which are specific to the teacher and to the classroom setting.

**Examples of Level I Misconducts (including but not limited to)**

- 1) Littering the campus with gum, candy wrappers, drink cans, etc.
- 2) Food, candy, gum, drinks taken outside designated areas.
- 3) Classroom misbehavior – excessive talking, not following teacher directions.
- 4) Coming unprepared to class.
- 5) Horseplay in the classrooms and halls – pushing, shoving, hitting, scuffling.
- 6) Bringing or using electronic devices, radios, cd players, or any other items when not appropriate for the school setting. Items may be confiscated.
- 7) Students will not use or possess fidget spinners, or other similar items. (Unless IEP)

**Examples of Disciplinary Options (including but not limited to)**

- 1) Verbal correction and an advisement of student.
- 2) Classroom consequence.
- 3) Contact parent or guardian.
- 4) Teacher detention.

**Level II: Administrator Intervention**

These infractions will result in a referral to an administrator. The disciplinary actions will depend on the offense, previous actions, and the seriousness of the behavior. Level II misconducts include those, which interfere with the orderly educational process in the classroom and / or school. A teacher who observes a student engaged in Level II misconduct will make a written report to an administrator.

**Examples of Level II Misconducts (including but not limited to)**

- 1) Cheating and plagiarism – academic penalty by teacher and referral to office for parent notification.
- 2) School transportation violations.
- 3) Insubordination (intentional defiance to a reasonable request or corrective effort of a staff member).
- 4) The selling of any item that is not a part of an authorized fund-raising activity.
- 5) Leaving the classroom or school grounds without the permission of school personnel (skipping class).
- 6) Posting or distributing unauthorized materials on school grounds.
- 7) Failure to abide by rules and regulations at school, extracurricular activities, and / or co-curricular activities such as fieldtrips.
- 8) Altering school records, documents, or signing parent's name on school documents.
- 9) Participation in activities such as gangs and cults.
- 10) Profanity specifically directed toward a person.
- 11) Vulgar or profane language.
- 12) Any reckless action that causes unintentional injury to another person.
- 13) Rudeness or disrespect toward school personnel.
- 14) Inappropriate commenting, touching, grabbing, pinching, etc.
- 15) Smoking or other tobacco possession or use.
- 16) Violation of handbook rules.

- 17) Fighting.
- 18) Theft.
- 19) Electronic cigarettes or other electronic vaporizing device.
- 20) Inappropriate or unallowable use of technology, including a personal electronic device.
- 21) However, overt public displays of affection between two people that may cause discomfort or embarrassment to others are better expressed in private are not appropriate in a high school setting. For example, handholding, kissing and close physical contact are not allowed.
- 22) Decency is expected always: A student's printed material, oral language, or physical acts or displays are unacceptable if obscene or deemed inappropriate.
- 23) Any other acts, which interfere with the orderly educational process in the classroom or the school.

**Examples of Disciplinary Options (including but not limited to)**

- 1) Required administrator / student conference and written notice to parent.
- 2) Detention
- 3) Removal of school transportation privileges.
- 4) Exclusion from extracurricular activities including, but not limited to, field trips, commencement exercises, or award ceremonies.
- 5) Removal of school privileges.
- 6) Corporal punishment administered in accordance with Board Policy and Administrative Procedures.
- 7) SAC with suspension of extra-curricular activity, if any, during the term of SAC.
- 8) Out-of-school suspension. Not to exceed three consecutive school days.
- 9) Any other appropriate disciplinary actions determined by the 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.

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

**\*\*Any student assigned to DAEP will not be allowed to come on campus, attend any school functions or extracurricular events associated with the school, during their placement in DAEP.\*\***

**\*\*Any student assigned to SAC will not be allowed to attend any school functions or extracurricular events associated with the school, during their placement in SAC.\*\***

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

- First offense –suspension the remainder of the day, 15 days of DAEP.
- Second offense – suspension the remainder of the day, 30 days of DAEP.
- Third offense – suspension the remainder of the day, 90 days of DAEP.



**Level III: Discretionary Placement in DAEP (Alternative Educational Placement) (Refer to Student Code of Conduct)**

Placement may occur for severe Level II misconduct or for persistent Level I or II misconduct. Also, refer to the Student Code of Conduct.

**Level IV: Mandatory Placement in DAEP (Refer to Student Code of Conduct)**

**Knives**

No knives of any kind will be permitted on campus in accordance with the Student Code of Conduct. Possession or use of a knife with a blade less than 5.5 inches will result in the knife being confiscated and three days of SAC will be assigned. A knife with a blade length of 5.5 inches or more will be considered an illegal weapon and will result in a mandatory expulsion.

***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by state 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 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 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.

- 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 is also considered a disruption.

***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.

A parent interested in serving as a chaperone for any school social events should contact the campus principal.

## **Counseling**

The district has a comprehensive school counseling program that includes:

- A guidance curriculum to help students develop their full educational potential, including the student's interests and career objectives;
- A responsive services component to intervene on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk;
- An individual planning system to guide a student as the student plans, monitors, and manages the student's own educational, career, personal, and social development; and
- Systems to support the efforts of teachers, staff, parents, and other members of the community in promoting the educational, career, personal, and social development of students.

The district will make a preview of the program, including all materials and curriculum, available to parents to review during school hours.

## ***Academic Counseling***

### **High School Grade Levels**

High school 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 year, high school students will be provided information on anticipated course offerings for the next school year, how to make the most of academic and career and technical education (CTE) opportunities, and the importance of postsecondary education.

The school counselor will also provide information each year a student is enrolled in high school regarding:

- The importance of postsecondary education;
- The advantages of earning an endorsement and completing the foundation program with the distinguished level of achievement;
- The disadvantages of pursuing a high school equivalency exam (GED) as opposed to earning a high school diploma;
- Financial aid eligibility and how to apply for financial aid;
- Automatic admission to state-funded Texas colleges and universities;
- Eligibility requirements for the TEXAS Grant;

- Availability of district programs that allow students to earn college credit;
- Availability of tuition and fee assistance for postsecondary education for students in foster care; and
- Availability of college credit awarded by institutions of higher education to veterans and military service members for military experience, education, and training.

Additionally, the school counselor can provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### ***Personal Counseling***

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should contact Mrs. Jana Scharnberg in the Counselor's office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

If your child has experienced trauma, contact the school counselor for more information.

[See **Substance Abuse Prevention and Intervention, Suicide Awareness and Mental Health Support**, and **Child Sexual Abuse and Other Maltreatment of Children and Dating Violence.**]

### **Course Credit**

A student at any grade level enrolled in a high school course will earn credit for the course only if the final grade is 70 or above. For a two-part (two-semester, 1-credit course), the student's grades from both halves (semesters) will be averaged and credit will be awarded if the combined average is 70 or above. If the student's combined average is less than 70, the student will be awarded credit only for the half (semester) with the passing grade.

### **Credit by Examination**

#### ***If a Student Has Taken the Course / Subject***

A student who has previously taken a course or subject but did not receive credit or a final grade for it may, in circumstances determined by the principal or attendance committee, be permitted to earn credit or a final grade by passing an examination approved by the district's board of trustees on the essential knowledge and skills defined for that course or subject.

Examples of prior instruction include incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to earn credit by examination after the student has had prior instruction is sometimes referred to as "credit recovery."

If the student is granted approval to take an examination for this purpose, the student must score at least 70 on the examination 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 examination.

[See the school counselor and policy EHDB(LOCAL) for more information.]

### **Credit by Examination for Advancement / Acceleration *If a Student Has Not Taken the Course / Subject***

A student will be permitted to earn credit by examination for an academic course or subject area for which the student had no prior instruction for advancement or to accelerate to the next grade level.

The examinations offered by the district are approved by the district's board of trustees. Testing windows for these examinations will be published in district publications and on the district's website. A student may take a specific examination only once per testing window.

The only exceptions to the published testing windows will be for examinations administered by another entity or to accommodate a student experiencing homelessness or a student involved in the foster care system.

When another entity administers an examination, the student and the district must comply with the testing schedule of the other entity.

If a student plans to take an examination, the student or parent must register with the school counselor no later than 30 days prior to the scheduled testing date. [See policy EHDC for more information.]

### ***Students in Grades 6–12***

A student in grade 6 or above is eligible to earn course credit with;

- A passing score of at least 80 on an examination approved by the board; or
- A scaled score of 50 or higher on an examination administered through the College Level Examination Program (CLEP), or
- A score of 3 or higher on an AP examination, as applicable.

A student may take an examination to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

### **Dating Violence, Discrimination, Harassment, and Retaliation**

Students learn best, and their welfare is best served, in a school environment that is free from dating violence, discrimination, harassment, and retaliation.

Students are expected to treat peers and district employees with courtesy and respect, avoid offensive behaviors, and stop those behaviors as directed. District employees are likewise expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly address inappropriate and offensive behaviors that are based on a person's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or the website, [www.hsisd.net](http://www.hsisd.net). [See policy FFH for more information.]

### ***Dating Violence***

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

Examples of dating violence against a student may include, but are not limited to:

- Physical or sexual assaults;
- Name-calling;
- Put-downs;
- Threats to hurt the student, the student's family members, or members of the student's household;
- Destroying property belonging to the student;
- Threats to commit suicide or homicide if the student ends the relationship;
- Threats to harm a student's past or current dating partner;
- 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 based on race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law that negatively affects the student.

### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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, intimidating, or humiliating conduct;
- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or
- Other kinds of aggressive conduct such as theft or damage to property.

### ***Sexual Harassment and Gender-Based Harassment***

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but are not 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.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, sexual, and other inappropriate social relationships between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but are not limited to:

- Offensive jokes, name-calling, slurs, or rumors;
- Physical aggression or assault;
- Threatening or intimidating conduct; or
- Other kinds of aggressive conduct such as theft or damage to property.

### ***Retaliation***

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### ***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, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report, the district will determine whether the allegations, if proven, constitute prohibited conduct as defined by policy FFH. If not, the district will refer to policy FFI to determine whether the allegations, if proven, constitute bullying, as defined by law and policy FFI. If the alleged prohibited conduct also meets the statutory and policy definitions for bullying, an investigation of bullying will also be conducted. [See **Bullying**]

The district will promptly notify the parent of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parent of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

### ***Investigation of Report***

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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 comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume its investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action and, in some cases, corrective action will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

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

## **Discrimination**

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

## **Distance Learning**

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

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TXVSN), as described below, to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### ***Texas Virtual School Network (TXVSN)***

The Texas Virtual School Network (TXVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TXVSN to earn course credit for graduation.

Depending on the TXVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [See **Extracurricular Activities, Clubs, and Organizations.**] In addition, for a student who enrolls in a TXVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

A parent may ask questions or request that their child be enrolled in a TXVSN course by contacting the school counselor. Unless an exception is made by the principal, a student will not be allowed to enroll in a TXVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact the counselor.

## **Distribution of Literature, Published Materials, or Other 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 yearbook is available to students.



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

## ***Non-school Materials***

### **From Students**

Students must obtain prior approval from the principal before selling, posting, circulating, or distributing ten or more copies of written or printed materials, handbills, photographs, pictures, films, tapes, 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 or collection by students. [See policy FNAA.]

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

[See FNG(LOCAL) for student complaint procedures.]

### **From Others**

No person or group will sell, circulate, distribute, or post on any district premises written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that is not sponsored by the district or by a district-affiliated school-support organization, except as permitted by policy 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 superintendent for prior review. The superintendent 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 DGBA or GF for more information.]

The principal will designate a location for approved non-school materials to be placed for voluntary viewing or collection.

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 noncurricular-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **Dress and Grooming**

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

### **Overall Appearance**

- Students should reflect good taste and judgment in the selection of their school wardrobe. Clothing should be neat, simple, not distracting, and fit appropriately.
- 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.
- 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.
- Under special circumstances such as pep rallies or special activities, the dress code may be temporarily altered by the principal.
- Clothing, jewelry, and personal items (such as backpacks, bags, or purses) that are offensive or disruptive with vulgar or obscene suggestive words or pictures, sexual innuendos, drugs, alcohol, gangs, specific race or power that promotes hate or violence directed at any specific person or groups of persons, weapons, tobacco, or any illegal activities, whether expressed or implied, is not acceptable. Tattoos with any of the above offenses will need to be covered up.
- Any clothing that allows for undergarments to show is not allowed.
- Excessively tight clothing will not be allowed.
- Earbuds or earphones of any kind are not allowed to be worn on campus. Only school issued earbuds may be used in the classroom, with teacher approval.
- Full-length jackets/coats, such as those commonly referred to as "trench" coats or "dusters", are not allowed.

### **Hair**

- Students' hair should be well kept and reflect neatness and cleanliness and be kept out of the eyes at all times.
- Hair bangs should not be below the eyebrows.
- Head coverings of any kind are not permitted in the buildings. This includes but not limited to, picks or combs, hats, caps, hoodies, bandanas of any kind, doo rags, skull caps, sunglasses. A two-inch head band may be worn by females.
- No man buns.

- Mohawks may only have a two-inch rise.
- Facial hair kept neat and clean may be worn.
- Any hair style that causes a disruption in the education process will be subject to change.

#### **Face and Piercings**

- Pierced jewelry may be worn by students in the ear only. (no nose rings or studs)
- Other facial piercings, lip, tongue, cheeks, eyebrows, etc., are not allowed.
- No oral devices that effect student communication will be allowed.
- Colored glasses are not allowed in the building unless prescribed by a physician.
- Any jewelry that is deemed to be hazardous to the wearer or others, including wallet chains, heavy chains or necklaces, rings with ornamentation, etc., is not allowed

#### **Tops, Blouses, Shirts**

- Tops that display the midriff, when the arms are lifted or left at the sides, are not allowed. Tops tied at the midriff are not allowed.
- Sleeveless tops may be worn as long as they are hemmed, not cut off sleeves, and fit snugly under the arms so the undergarments are not visible, and at least a four (4) inches at the top of the shoulder.
- Backless or low cut, strapless, tank top type, T-top backed, spaghetti straps, off the shoulder's tops/shirts will not be allowed.
- Tops that allow the undergarments to be visible, not limited to sheer see-through blouses/tops, are not allowed.
- Shirts with tails longer than fingertip will not be allowed.

#### **Shorts, Skirts, Dresses**

- Shorts, skirts, and dresses shall be no shorter than the fingertips on the extended hand as the arms hang freely at the sides and must be fitted at the waist.
- Shorts, skirts, and dresses must have a straight and finished hem.
- Writing across the seat of the shorts, skirts, or dresses is not allowed.
- Bike shorts, cut-offs, excessively baggy shorts, wind, or swim trunks are not allowed.
- Dresses with slits, in front or on the sides, must be below fingertip of extended hand.
- Straps on dress must be two inches in width.
- Dresses that allow for undergarments to show will not be allowed.

#### **Pants, Jeans, Slacks**

- All pants, jeans, and slacks must be worn at the waist-level.
- Sagging is not allowed.

- Distressing areas, holes, slits, patches on the inside, covered with tape, and frayed areas are not allowed.
- Writing across the seat is not allowed.
- Wind suits and sweatpants must have pockets to wear.
- Pants resembling pajamas or loungewear, baggy pants, joggers, any athletic suits without pockets are not allowed.
- Leggings may be worn under shorts, skirts, or dresses that are under fingertip length.
- Overalls or any clothing having shoulder straps, must be over the shoulders and buttoned or snapped.

### Shoes

- Shoes must be worn at all times.
- House shoes or slippers are not allowed.

Students will not be allowed to attend class improperly dressed. Students who are unable to change will be assigned to SAC. Dress code violations are cumulative for the whole year.

**The administration and faculty reserve the right to evaluate the dress of any student. If the administration determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to SAC for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.**

Disciplinary actions for dress code non-compliance:

**First Offense:** A discipline referral shall be written. The student will be allowed to call the parent and provided an opportunity to change clothes and conform to the standardized dress code. The student may be assigned SAC until proper clothing is brought to them.

**Second Offense:** A discipline referral shall be written. The parent will be called and a parent/student conference with the administration will be held. Possible SAC placement for one day.

**Third Offense:** A discipline referral shall be written. The parent will be called, and the student will be placed in SAC for three (3) days.

**Further Offenses:** A discipline referral shall be written. The parent will be called, student will be suspended until a DAEP hearing can be held. Placement in DAEP will be 10 through 30-day placement.

## **Electronic Devices and Technology Resources**

### ***Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones***

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. These devices must remain turned off, out of sight, and not on their persons, from 7:50 – 3:30 each day, throughout the campus. Student's cell phones may be in their backpack or bags, but not in their clothing or jackets. Lunch privileges may be given for cell phone use only within the cafeteria. All high school students will be issued a laptop at the beginning of the school year, 2019, so students will not need personal electronic devices, cellphones, smart watches, etc. The Campus Principal may approve exceptions to this rule.

Medical electronic devices, smart watches, etc., will be allowed with a verification from the physician to the school nurse and principal. No headphones, earbuds, or any listening device may be worn outside the classroom; in the classroom is at teacher discretion. Only earbuds that may be used on campus are the ones issued from the school.

A student must have approval to possess other personal telecommunications devices such as laptops, tablets, or other portable computers.

Students are not permitted to possess or use personal electronic devices at school unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** and policy FNF.]

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

**Hughes Springs High School will not investigate the lost, damaged, or stolen items.**

#### **Disciplinary Actions for Confiscated Devices:**

**First Offense** - the student or parent may pick up the confiscated telecommunications device from the principal's office after 3:30 on the day it is confiscated for a fee of \$15.

**Second Offense** - device will be held in the office for five days, and a parent must pick up the device for a fee of \$15.

**Third Offense** - the device will be held in the office until the last day of school, and the student is subject to disciplinary action, including the privilege to possess an electronic device at school.

**\*\*The consequences listed above are supported in the Texas Education Code, Chapter 37.082\*\***

### ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

Students must obtain prior approval to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook).

All personal devices must be turned off during the instructional day when not in use for approved instructional purposes. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Acceptable Use of District Technology Resources***

District-owned technology resources for instructional purposes may be issued to individual students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the ["Before You Text" Sexting Prevention Course](#), a state-developed program that addresses the consequences of sexting.

Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion.

## **End-of-Course (EOC) Assessments**

[See **Graduation** and **Standardized Testing**.]

## **EXEMPTION FROM FINAL EXAMS**

[Look under **Grading Guidelines**]

### **English Learners**

A student who is an English learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for an English learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

To determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR Spanish, as mentioned at **Standardized Testing**, may be administered to an English learner for a student up to grade 5. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English learners who qualify for services.

If a student is considered an English learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

### **Extracurricular Activities, Clubs, and Organizations**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships.

Some extracurricular activities may include off-campus events. Students are required to use transportation provided by the district to and from the events. Exceptions may only be made with the approval of the activity's coach or sponsor. [See **Transportation**.]

Eligibility for 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. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). A hard copy can be provided by the coach or sponsor of the activity on request.

To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See [UIL Texas](#) for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

Generally, a student who receives a grade below 70 at the end of a grading period in any academic class may not participate in extracurricular activities for at least three school weeks.

However, if a student receives a grade below 70 at the end of a grading period in an Advanced Placement (AP) or International Baccalaureate (IB) course, or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or languages other than English, the student remains eligible for participation in all extracurricular activities.

If a student is enrolled in a state-approved course that requires demonstration of the mastery of an essential knowledge and skills in public performance and the student receives a grade below 70 in any course at the end of the grading period, the student may participate in a performance so long as the general public is invited.

If a student is enrolled in a state-approved music course that participates in UIL Concert and Sight reading Evaluation, and the student receives a grade below 70 in any course at the end of a grading period, the student may perform with the ensemble during the UIL evaluation performance, but is ineligible for other extracurricular activities for at least three weeks.

In addition, the following provisions apply to all extracurricular activities:

- A student who receives special education services and 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 but may not participate in any competitive activity.
- A student is allowed in a school year up to several absences not related to post-district competition, and absences for post-district competition prior to state, and absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.



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

## Standards of Behavior

Sponsors of student clubs and performing groups such as the band, cheerleader, 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 board policy will apply in addition to any consequences specified by the organization’s standards of behavior.

**Extracurricular groups, teams, or organizations may have their own handbook with guidelines.**

## Extracurricular Code of Conduct

Participation in the regular curriculum is a right afforded to each student, while participation in extracurricular programs is a privilege. These activities teach responsibility, sportsmanship, teamwork, that hard work often equates to success, and many more invaluable life lessons. Students participating in extracurricular activities shall not be a part of any activity or behavior, on or off campus, which will diminish or tarnish the reputation of Hughes Springs High School. This Code of Conduct has been established for the good of all members of the school community.

This Code of Conduct includes off-campus activities, school-related trips, and on-campus activities and does not supersede other Board of Education policies or disciplinary rules. Some organizations and activities may apply a more stringent code of conduct.

### A. In the Classroom

- (1) A grade of 70 or above must be maintained during each grading period as specified by UIL rules.
- (2) Students must be in attendance of school, a half day, to participate in practice and games.**
- (3) Respect and cooperation must always be accorded to all teachers and staff members .
- (4) Students should be in the classroom and ready to participate in classroom activities before the tardy bell rings.
- (5) Students should always conduct themselves as ladies or gentlemen .

### B. On Campus

- (1) Be neat and well-groomed always. Set a positive example for other students.
- (2) Refrain from using vulgar language.
- (3) Be in good standing with teachers and staff members always.
- (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.
- (7) Students attending extracurricular activities will abide by the school dress code.**

**D. Special Situations**

- (1) Students who possess, deliver, ingest, or sell alcoholic beverages off campus 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 and subsequent offenses – Subject to administration and sponsor review, possible expulsion from participation in extracurricular activities up to 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 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 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, 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.
- (7) Overnight trips- Luggage and hotel rooms are subject to inspection. No one other than members of the designated Hughes Springs group will at any time be permitted in hotel rooms acquired by Hughes Springs ISD.

Disciplinary Action –Coaches/ sponsors will review all the facts and circumstances surrounding violations and impose appropriate disciplinary action. Coaches/sponsors will strive for consistency in punishment for Extracurricular Code of Conduct violations but will also exercise sound professional discretion. Final determination shall be the responsibility of the activity coach/sponsor and administration. Extracurricular organizations may have their own handbook.

### **Extracurricular Attendance**

A student shall not participate in a contest or activity unless that student is in attendance half of the school day, which is not unexcused. Exceptions to the 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.

Any student involved in any extracurricular activities, CATE certifications, work programs, or drives a vehicle on campus, must maintain a 90% attendance rate throughout each week of the year. If it drops below 90% percent, the student, that is not in compliance, will not be allowed to perform in any extracurricular activities, contests, games, practices, CATE duties, work programs, or drive on campus until the attendance is back above 90%. (Exceptions: Those stated in the Exemptions for Compulsory Attendance, doctor's note – which student must be in attendance part of the school day, school related, extenuating circumstance for medical reasons – with a medical note, or death of a family member.)

### **Insurance for Students in Extracurricular Activities**

Hughes Springs ISD is not responsible for injuries of its students who are participating in extracurricular activities. However, Hughes Springs ISD does carry (supplementary) insurance covering participation in practice or competition for athletes. The coverage for each injury will vary according to the accident. More detailed information can be obtained by contacting, Director of Athletics, Chris Edwards at 903-639-3862.

### ***Offices and Elections***

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **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 health and 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.
- A \$30.00 fee for computer insurance, before a student will be issued a computer.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
  - A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
  - A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
  - In some cases, a fee for a course taken through the Texas Virtual School Network (TXVSN).

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. [For further information, see policy FP.]

## **Fundraising**

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [For further information, see policies FJ and GE.]

## **Gang-Free Zones**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **Gender-Based Harassment**

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

## **Grade-Level Classification (Grades 9–12 Only)**

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)

## HONORS CRITERIA

1. Teacher Recommendation
2. Attendance 90%
3. Must have scored Satisfactory on corresponding state assessment
4. Prior Year's Course Grade:

85+ Honors Class

95+ Regular Class

Students who earn a grade from 90-94 in the prior year's course may also qualify with one of the following criteria:

Overall GPA: 3.3

Top 25% of Class

TSI Exempt ACT Score: 23

EOC score: Mastery Level

5. No more than two SAC placements, no DAEP placements prior year.

## Grading Guidelines

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.

## **SECONDARY GRADING POLICY**

### **HIGH SCHOOL**

#### **Grading Roles and Responsibilities**

##### **Students**

1. To complete assigned work on time and return it to the teacher
2. To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
3. To communicate with the teacher when he/she does not understand the assignment or is experiencing difficulty prior to due date
4. To initiate communication with the teacher when absent to arrange an opportunity to make up missed assignments/learning

##### **Parents / Guardians**

1. To establish a specific time, place, and manner for homework to be completed
2. To provide the supplies and materials necessary to complete homework
3. To monitor as needed, but not do homework for the student
4. To assist the student in planning a time schedule for long-term assignments
5. To initiate communication with the teacher when concerns arise

##### **Teachers**

1. To provide meaningful tasks that enrich, and supplement work introduced in class
2. To communicate assignment expectations, both regular and long-term
3. To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully
4. To provide course requirements and expectations at the beginning of each course to students and parents
5. To consider student access to available resources and materials when assigning a task
6. Provide opportunity for feedback and access to completed homework

#### **Academic Dishonesty**

Academic dishonesty includes cheating or copying the work of another student (whether the student knowingly provides or receives the work), plagiarism and unauthorized communication between students during an assignment/examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and consideration of written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary or academic consequences determined

jointly by the teacher and campus administrator. Also, students found guilty of academic dishonesty on a major assignment are NOT eligible for retest/retake on that assignment.

### **Grading Guidelines**

All teachers shall record a minimum of fifteen (15) grades each nine weeks grading period. There will be at least twelve (12) minor assignments and three (3) major assignments for a total of fifteen (15) grades.

**At Hughes Springs High School:** The minor assignments will count 40% and the major assignments will count 60% of the nine weeks grade.

**Major Assignments** may include:

- Major tests (including nine (9) weeks tests)
- Research/Term papers
- Projects
- Extended assessments
- Any major assessment deemed so by the educator

**Minor Assignments** may include:

- Daily Work
- Homework
- Notebooks/Folders
- Oral reports
- Class work
- Quizzes
- Participation
- Any minor assessment deemed so by the educator

### **Grading Guidelines to Comply with UIL Eligibility**

Due to UIL Eligibility requirements for grades 7<sup>th</sup> – 12<sup>th</sup>, during the first 9 weeks of the school year, at the six-week mark, there must be seven (7) minor assignments and two (2) major assignments in each class. These grades will be used to determine UIL eligibility.

***For dates pertaining to UIL Eligibility at HSISD, please see the HSISD UIL Eligibility Timeline at Progress Reports and Report Cards.***

### **Grading Guidelines to Comply with EIC (Local) – Pertains to Seniors Only**

Per HSISD Policy EIC (Local) - *For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time of calculation at the end of the third week of the fourth nine week grading period of the senior year.*

Therefore, for all seniors, during the 4th 9 weeks of the school year, at the three-week mark, there must be four (4) minor assignments and one (1) major assignments in each class. These grades will be used to determine honors conferred during graduation.

### **Missing Assignments**

As the educator is recording grades, a minor or major assignment will be recorded as a zero (0) in the gradebook. The student will have the opportunity to replace this grade upon returning to class with an excused reason.

### **Semester Exams – High School Only**

At the end of each semester all teachers will give a semester exam. The exam will count 14% of the semester grade. The semester grade will be calculated as: first nine-weeks 43%, second nine weeks 43%, and the semester exam 14%.

There will be **no** fall semester exam exemptions.

Students may be exempt from spring semester exams if they meet all the following standards:

- The student has five or fewer absences for the year with an overall average of 85 in the class (includes excused and unexcused absences).
- The student has three or fewer absences for a spring semester class with an overall average of 85 in the class. (includes excused and unexcused absences)
- The student has perfect attendance for the year and an overall average of 75 in the class. (includes excused and unexcused absences)
- The student has five or fewer tardies for the class for the year.
- A student may appeal an absence due to medical or extenuating circumstances. (The appeal must be submitted in writing to the principal at least five days before the exam.)
- The student has not been assigned to SAC or DAEP, and not suspended from school at any time during the school year.

### **Re-test / Retake Policy**

Students can initiate a re-test on one (1) of the three (3) major assignments, on which the student earns below a 70%, given during each nine-week grading period.

The student has a maximum three (3) days from being informed of the below average grade to ask the educator for a re-test.

The student will have to follow the process required by the educator before re-testing. The educator may require the students to attend tutorials, flex or a review session before re-testing.

The educator will average the two grades and take the average of the two for the grade or if both grades are failing, the educator may choose to take the higher of the two grades. **The re-test grade cannot exceed a 70% in the gradebook.**

There will **not** be a re-test for semester exams.



In accordance with general assessment practices at colleges and universities, student in Pre-AP, AP, Honors, College or Dual Credit courses will **not** be allowed opportunities for re-test/retakes on any major or minor assignments.

### **Late Work**

When students are in attendance and fail to turn in assignments at the prescribed time, teachers may assess grade penalties for work turned in late. (Examples of acceptable penalties: reduction of maximum grade allowed, no late work accepted, a zero given for the assignment). Acceptance of late work does not extend past the last day of a nine weeks grading period.

### **Skyward Gradebook**

Teachers will use Skyward gradebook for recording grades. Grades will be submitted weekly.

Parents can access their student's grades through Skyward Family Access. If you do not have a Skyward Family Access password, please contact the campus office.

Progress reports will be open for viewing at three and six weeks, and report cards will be viewed at the end of the nine-weeks period.

[See **Report Cards/Progress Reports and Conferences** for additional information on grading guidelines.]

## **Graduation**

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

A student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and

Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education(SBOE).

### ***Testing Requirements for Graduation***

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on EOC assessments in:

- English I,
- English II,
- Algebra I,

- Biology, and
- U.S. History.

A student who does not achieve a sufficient score will have opportunities to retake an assessment.

State law allows a student to meet EOC requirements by substituting satisfactory performance on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities. [See the school counselor for more information on the state testing requirements for graduation.]

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation in the applicable content area. This may require the student's participation outside normal school operating times.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[See **Standardized Testing** for more information.]

### **Foundation Graduation Program**

Every Texas public school student will graduate under the foundation graduation program. The foundation graduation program features endorsements, which are paths of interest that include:

- Science, Technology, Engineering, and Mathematics (STEM);
- Business and Industry;
- Public Service;
- Arts and Humanities; and
- Multidisciplinary Studies.

Endorsements earned by a student will be noted on the student's transcript.

A student can complete the foundation graduation program with a "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

A **Personal Graduation Plan** will be completed for each high school student, as described on page 76.

State law prohibits a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an

endorsement. A student who wishes to attend a four-year university or college after graduation must carefully consider whether graduation under the foundation program without an endorsement will satisfy the admission requirements of the student’s desired college or university.

A student graduating under the foundation graduation program can also earn performance acknowledgments on his or her transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a license or certificate recognized at the state, national, or international level. The school counselor can provide more information about these acknowledgments.

A student is not required to complete an Algebra II course to graduate under the foundation graduation program, and the district will annually notify a student’s parent of this fact. However, not taking Algebra II will make a student ineligible for automatic admission to four-year public universities and colleges in Texas and for certain financial aid and grants while attending those institutions.

A school district will permit a student to satisfy the curriculum requirements for graduation under the foundation program with the distinguished level of achievement, including an endorsement, by successfully completing courses in the core curriculum of a public Texas institution of higher education. Please see your counselor for more information.

### Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	4	4
Physical Education	1	1
Languages other than English	2	2
Fine Arts	1	1
Locally required courses	.5 credit in Health 1 credit in Technology Applications	.5 credit in Health 1 credit in Technology Applications

Electives	6.5 *Course that satisfies Speech Proficiency state requirement	4.5
Miscellaneous		<b>Available Endorsements: Science , Technology, Engineering, and Math. Business and Industry. Public Services. Arts and Humanities Multidisciplinary</b>
TOTAL	<b>**26 Credits</b>	<b>26 Credits</b>

Additional considerations apply in some course areas, including:

- **Mathematics.** To obtain the distinguished level of achievement under the foundation graduation program, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits. A student’s completion of the distinguished level of achievement is a requirement to be considered for automatic admission to a Texas four-year college or university and will be included on a student’s transcript.
- **Physical education.** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.
- **Languages other than English.** Students are required to earn 2 credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits.
  - A student may satisfy one of the two required credits by successfully completing in elementary school a dual language immersion program or a course in American Sign Language.
  - In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**\*For students who entered HSHS before 2016-2017 and thereafter, the six courses will substitute for speech, Professional Communication, Theater Arts, Debate, Hotel Management, Principals of Hospitality, and Dual Credit Speech. For the students entered before 2016-2017, they may substitute English IV or Business English. \*\*ARD Committee Review**

## **Available Endorsements**

A student must specify upon entering grade 9 which endorsement he or she wishes to pursue.

## **Personal Graduation Plans**

A personal graduation plan will be developed for each high school student.

The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class.

The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education.

The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please review [TEA's Graduation Toolkit](#).

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

## ***Available Course Options for All Graduation Programs***

Each spring, the district will update students on the courses required or offered in each curriculum area so students can enroll for the upcoming school year.

**Note:** The district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

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

## ***Certificates of Coursework Completion***

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

## ***Students with Disabilities***

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under

the provisions of his or her individualized education program (IEP) and in accordance with state rules.

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. The student may then remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

ARD committees will make instructional and assessment decisions for students with disabilities who receive special education services in accordance with state law. A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum requirements for the endorsement were modified, the student's ARD committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. The ARD committee must also determine whether the student must perform satisfactorily on any end-of-course assessment to earn an endorsement.

### ***Graduation Activities***

No students will be allowed to participate in graduation activities if they owe fines or fees.

Students who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will be allowed to participate in graduation activities. However, please keep in mind that participating in the activities and ceremonies is not synonymous with graduating. Ultimately, the final awarding of a diploma will be contingent upon the student's completion of all applicable requirements for graduation.

### ***Graduation Speakers***

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See FNA(LOCAL) and the Student Code of Conduct. For student speakers at other school events, see **Student Speakers**.]

### ***Graduation Expenses***

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

## ***Scholarships and Grants***

Students who have a financial need according to federal criteria and who complete the foundation graduation program, may be eligible under the TEXAS Grant Program and the Teach for Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Contact the school counselor for information about other scholarships and grants available to students.

## **Harassment**

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

## **Hazing**

Hazing is defined as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

- Any type of physical brutality;
- An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
- An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; and
- Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

The district will not tolerate hazing. Disciplinary consequences for hazing will be in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[See **Bullying** and policies FFI and FNCC.]

## **Health-Physical and Mental**

### ***Illness***

When your child is ill, please contact the school to let us know he or she will not be attending that day.

State rules require schools to exclude students with certain illnesses from school for certain periods of time. For example, if a child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without use of fever-reducing medications. Students with

diarrheal illnesses must stay home until they are diarrhea-free without use of diarrhea-suppressing medications for 24 hours.

A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, and the school nurse determines that the child should go home, the nurse will contact the parent.

The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

The school nurse is available to answer any questions for parents who are concerned about whether or not their child should stay home.

**Students that are sick, must come to the office and/or see the nurse for the parents to be notified. If not contacted by the school, but by the student without permission, the absence will be unexcused.**

### ***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 [Affidavit Request for Exemption from Immunization](#). 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, tetanus, and pertussis;
- Rubeola (measles), mumps, and rubella;
- Polio;
- Hepatitis A;
- Hepatitis B;
- Varicella (chicken pox); and
- Meningococcal.



The school nurse can provide information on immunization requirements. 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. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[See the DSHS website: [Texas School & Child Care Facility Immunization Requirements](#) and policy FFAB(LEGAL) for more information.]

### ***Lice***

Head lice is very common among children. Although not an illness or a disease, it spreads easily through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the student needs to be picked up from school and to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent their return.

The district will provide notice to parents of elementary school students in the affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website [Managing Head Lice](#).

[See policy FFAA.]

### ***Medicine at School***

If a student must take medication during school hours, the student's parent must provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal

substances, anabolic steroids, or dietary supplements, except that authorized employees, in accordance with policy 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. **Note:** Insect repellent is considered a nonprescription medication.
- 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.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

At the elementary level, a student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. A student at this level may apply his or her own sunscreen if the student is able to do so.

At the secondary level, a student may possess and apply sunscreen when necessary. If the student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

### ***Asthma and Severe Allergic Reactions***

A student with asthma or severe allergic reaction (anaphylaxis) may 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 health-care provider and 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.

See also **Food Allergies**.

## ***Steroids***

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for physician-prescribed medical use only.

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.

## ***Mental Health Support***

The district has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, the district has procedures to support the student's return to school. Please contact the district's mental health liaison for further information.

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 psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that is intended to alter perception, emotion, mood, or behavior.

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 policy FFEB for more information.]

For related information, see:

- **Consent to Conduct a Psychological Evaluation or Provide a Mental Health Care Service** for the district's procedures for recommending a mental health intervention and the mental health liaison's contact information;

- **Counseling** for the district’s comprehensive school counseling program;
- **Physical and Mental Health Resources** for campus and community mental and physical health resources; and
- **Policies and Procedures that Promote Student Physical and Mental Health** for board-adopted policies and administrative procedures that promote student health.

### ***Physical Activity Requirements***

#### **Temporary Restriction from Participation in Physical Education**

Students who are temporarily restricted from participation in physical education will not actively participate in skill demonstration but will remain in class to learn the concepts of the lessons.

#### ***Physical Fitness Assessment (Grades 3–12)***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to Chris Edwards to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### ***Physical Health Screenings / Examinations***

#### **Athletics Participation**

For certain extracurricular activities, a student must submit certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- A district athletics program.
- District marching band.
- Any district extracurricular program identified by the superintendent.

This examination is required in the first year of middle school competition and the first and third years of high school competition. During the alternate years, the student must complete a medical appraisal form, and the results of this appraisal may prompt the district to require a physical examination.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder. A student may request an electrocardiogram (ECG or EKG) to screen for such disorders, in addition to his or her required physical examination.

See the UIL’s explanation of [sudden cardiac arrest](#) for more information.

## **Spinal Screening Program**

School-based spinal screening helps identify adolescents with abnormal spinal curvature at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities. Spinal screening is non-invasive and conducted in accordance with the most recent, nationally accepted and peer-reviewed standards.

All students who meet the Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. As appropriate, students will be referred for follow-up with their physician.

For information on spinal screening by an outside professional or exemption from spinal screening based on religious beliefs, contact the superintendent or see policy FFAA(LEGAL).

[See policy FFAA for more information.]

## ***Special Health Concerns***

### **Bacterial Meningitis**

Please see the district's website at [www.hsisd.net](http://www.hsisd.net), for information regarding meningitis.

**Note:** DSHS requires at least one meningococcal vaccination on or after a student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[See **Immunization.**]

### **Diabetes**

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) for more information.]

### **Food Allergies**

Parents should notify the district when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, based on the Texas Department of State Health Services' (DSHS) "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis" found on the DSHS website at [Allergies and Anaphylaxis](#).

When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.hsisd.net](http://www.hsisd.net).

[See **Celebrations** and policy FFAF for more information.]

## **Seizures**

To address the care of a student with a seizure disorder while at school or participating in a school activity, a parent may submit a seizure management and treatment plan to the district before the beginning of the school year, upon enrollment of the student, or as soon as practicable following diagnosis of a seizure disorder.

[See **A Student with Physical or Mental Impairments Protected under Section 504** and contact the school nurse for more information.]

## ***Tobacco and E-Cigarettes Prohibited***

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any other electronic vaporizing device while on school property or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for more information.]

## **Health-Related Resources, Policies, and Procedures**

### ***Physical and Mental Health Resources***

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The Hughes Springs JH/HS full-time nurse, Melissa Stonesifer, at 903-639-3884.
- The Hughes Springs HS full-time school counselor, Jana Scharnberg, at 903-639-3874.
- The local public health authority, Community Health Core, which may be contacted at 903-796-4403
- The local mental health authority, Community Health Core, which may be contacted at 903-796-4403

### ***Policies and Procedures that Promote Student Physical and Mental Health (All Grade Levels)***

The district has adopted board policies that promote student physical and mental health. (LOCAL) policies on the topics below can be found in the district's policy manual, available at [www.hsisd.net](http://www.hsisd.net).

- Food and nutrition management: CO, COA, COB
- Wellness and Health Services: FFA
- Physical Examinations: FFAA
- Immunizations: FFAB
- Medical Treatment: FFAC
- Communicable Diseases: FFAD
- School-Based Health Centers: FFAE
- Care Plans: FFAF
- Crisis Intervention: FFB
- Trauma-informed Care: FFBA
- Student Support Services: FFC
- Student Safety: FFF
- Child Abuse and Neglect: FFG
- Freedom from Discrimination, Harassment, and Retaliation: FFH
- Freedom from Bullying: FFI

In addition, the District Improvement Plan details the district's strategies to improve student performance through evidence-based practices that address physical and mental health.

The district has developed administrative procedures as necessary to implement the above policies and plans.

Please contact Brian Nation, Hughes Springs High School principal, at 903-639-3841 for further information regarding these procedures and access to the District Improvement Plan.

### ***School Health Advisory Council (SHAC)***

During the preceding school year, the district's School Health Advisory Council (SHAC) held five meetings. Additional information regarding the district's SHAC is available from the school nurse.

[See policies at BDF and EHAA. See **Human Sexuality Instruction** for additional information.]

### ***Student Wellness Policy / Wellness Plan***

Hughes Springs I.S.D. is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact superintendent with questions about the content or implementation of the district's wellness policy and plan.

## **Homeless Students**

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

Please also check the campus website for information related to services available in the area that can help families who are homeless.

For more information on services for homeless students, contact the district's homeless education liaison, Theresa Jennings, at 903-639-3810.

[See **Students Who Are Homeless.**]

## **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, including without parental consent, if necessary, if it 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 the student at school.
- Ordinarily make reasonable efforts to notify the parents, unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily be present for the questioning or interview, 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 law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
- By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
- 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 (CPS), Texas Department of Family and Protective Services (DFPS), 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 from a juvenile court 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 taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel regarding a student who is required to register as a sex offender.

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

### **Leaving Campus**

Remember that student attendance is crucial. Appointments should be scheduled outside of school hours if possible. Absent extenuating circumstances, students will not regularly be released before the end of the school day.

State rules require parental consent before any student leaves campus for any part of the school day.

For students in elementary and middle school, a parent or authorized adult must come to the office and show identification to sign the student out. A campus representative will ask the student to report to the office. For safety purposes and stability of the learning environment, we cannot allow any unescorted adult to go to the classroom or other area to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

The same process applies to students in high school. If the student's parent authorizes the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office no later than two hours prior to the student's need to leave campus. A phone call from the parent may be accepted, but the school may ultimately require a note for documentation purposes. The student must sign out through the main office and sign in upon his or her return if the student returns the same day.

If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school.

Unless the parent directs district personnel to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures listed above. If a student is permitted by his or her parent to leave campus unaccompanied, the nurse will document the time of day the student was released. Under no circumstances will a student in elementary or middle school be released unaccompanied.

If a student is 18 years of age or is an emancipated minor, the student may sign him- or herself out of school. Documentation regarding the reason for the absence will be required.

**Students that are sick, must come to the office and/or see the nurse for the parents to be notified. If not contacted by the school, but by the student without permission, the absence will be unexcused.**

### **During Lunch**

Hughes Springs High School is a closed campus. Students may not leave during lunch without a parent or guardian. **Lunch is during 12:51 – 1:21. Parents may bring lunches to the students in the cafeteria during 12:51 – 1:00, the office will not hand out lunches.**

### ***At Any Other Time during the School Day***

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Lost and Found**

A "lost and found" collection box is in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

## **MANDATORY TUTORIALS**

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.

There will be a tutorial period during the school day. Students that are failing or behind in work will be assigned to this period.

## **Makeup Work**

[Look in Grading Guidelines]

### ***DAEP Makeup Work***

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

**\*\*Any student assigned to DAEP will not be allowed to come on campus, attend any school functions or extracurricular events associated with the school, during their placement in DAEP.\*\***

### ***Special Assignment Center (SAC) Makeup Work***

#### **Alternative Means to Receive Coursework**

While a student is in SAC, the district will provide the student with all course work for the student's foundation curriculum classes that the student misses as a result of the suspension.

#### **Opportunity to Complete Courses**

A student removed from the regular classroom to 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, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL) for more information.]

**\*\*Any student assigned to SAC will not be allowed to attend any school functions or extracurricular events associated with the school, during their placement in SAC.\*\***

## **NATIONAL HONOR SOCIETY**

Junior and Senior students are eligible for membership if they have a minimum weighted grade point average of 3.50, without rounding. 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 3.50 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 week 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.

## **Nondiscrimination Statement**

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to

admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Sarah Dildine, Superintendent of Schools, 871 Taylor, Hughes Springs, TX, 903-639-3802. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Jana Scharnberg, 701 North Russell, Hughes Springs, TX, 75656, 903-639-3874.
- For all other concerns regarding discrimination, see the superintendent: Sarah Dildine, 871 Taylor, Hughes Springs, TX, 75656, 903-639-3802.

[See policies FB, FFH, and GKD for more information.]

## **Parent and Family Engagement**

### ***Working Together***

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement 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 your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling.**]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school 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. [See **Report Cards/Progress Reports and Conferences.**]
- Becoming a school volunteer. [See **Volunteers** and policy GKG for more information.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees that develop educational goals and plans to improve student achievement. [Contact Theresa Jennings, 903-639-3810 and see policies BQA and BQB, for more information.]
- Serving on the School Health Advisory Council (SHAC) and assisting the district in aligning local community values with health education instruction and other wellness issues. [See **School Health Advisory Council (SHAC)** and policies BDF, EHAA, FFA for more information.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child’s emotional or mental well-being.
- Attending board meetings to learn more about district operations. Regular board meetings are held on the second Monday of each month at 6:00 p. m. at the Administration Building, 871 Taylor, Hughes Springs, TX. An agenda for a regular or special meeting is posted no later than 72 hours before each meeting at the Administration Building and all campuses and online at [www.hsisd.net](http://www.hsisd.net). [See policies BE and BED for more information.]

### **Parking and Parking Permits (Secondary Grade Levels Only)**

A student must present a valid driver’s license and proof of insurance to be eligible for a parking permit.

Students must request a parking permit at a cost of \$5.00 to park in a school parking lot. So long as space is available, parking permits may be issued throughout the year.

Students will not be permitted to:

- Speed.
- Double-park.
- Park across a white or yellow line.
- Park in a fire lane.
- Sit in parked cars during school hours.

- Must have permission from the office to go to your vehicle during school hours.

Students may be subject to disciplinary action for violation of these rules. The district may tow cars that are parked in violation of these rules.

## **Pledges of Allegiance and a Minute of Silence**

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

State law requires that one minute of silence 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.

In addition, state law requires that each campus provide for the observance of one minute of silence in remembrance of those who lost their lives on September 11, 2001, at the beginning of the first-class period when September 11 falls on a regular school day.

[See policy EC for more information.]

## **Prayer**

Each student has a right to pray individually, voluntarily, and silently or to meditate in school in a manner that does not disrupt school activities. 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 proficiency. In making promotion decisions, the district will consider:

- Teacher recommendation,
- Grades,
- Scores on criterion-referenced or state-mandated assessments, and
- Any other necessary academic information as determined by the district.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

## ***High School Grade Levels***

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student in grades 9–12 will be advanced a grade level based on the number of course credits earned. [See **Grade Level Classification.**]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation** and **Standardized Testing** for more information about EOC assessments.]

### Release of Students from School

[See **Leaving Campus.**]

### Report Cards / Progress Reports and Conferences

Report cards with each student’s grades or performance and absences in each class or subject are issued at least once every nine weeks.

At the end of the third week and the sixth week of the grading period, parents will receive a progress report if their child’s performance in any course/subject area is near or below 70 or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

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

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

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

The district will use an electronic program to communicate academic information about your child, including for report card and progress reporting purposes. Parents will get an email notification to check your student’s grades on Skyward. An electronic signature of the parent will be accepted by the district, but you are entitled to request the option to provide a mailed progress report or report card of acknowledgment instead.

<u>GRADING REPORT</u>	<u>PERIOD ENDS</u>	<u>LOSE/GAIN</u>	<u>VIEW DATE</u>	<u>EFFECTIVE DATE FOR UIL ELIGIBILITY</u>
START FIRST DAY	THURSDAY, AUGUST 13			
PROGRESS REPORT	FRIDAY, SEPTEMBER 4		SEPT. 8	
PROGRESS REPORT	FRIDAY, SEPTEMBER 25	LOSE/GAIN	SEPT. 29	FRIDAY, OCTOBER 2



REPORT CARD	FRIDAY, OCTOBER 9	LOSE/GAIN	OCT. 15	FRIDAY, OCTOBER 15
PROGRESS REPORT	FRIDAY, OCTOBER 30	GAIN	NOV. 3	FRIDAY, NOVEMBER 6
PROGRESS REPORT	FRIDAY, NOVEMBER 20	GAIN	DEC. 1	FRIDAY, DECEMBER 4
<b>THANKSGIVING BREAK NOVEMBER 23-27 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</b>				
REPORT CARD	TUESDAY, DECEMBER 22	LOSE/GAIN	JAN. 7	FRIDAY, JANUARY 8
<b>CHRISTMAS BREAK DECEMBER 23 - JANUARY 6 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</b>				
PROGRESS REPORT	FRIDAY, JANUARY 29	GAIN	FEB. 2	FRIDAY, FEBRUARY 5
PROGRESS REPORT	FRIDAY, FEBRUARY 19	GAIN	FEB. 23	FRIDAY, FEBRUARY 26
REPORT CARD	FRIDAY, MARCH 12	LOSE/GAIN	MAR. 25	FRIDAY, MARCH 26
<b>SPRING BREAK MARCH 15 - 19 - ALL STUDENTS ARE ACADEMICALLY ELIGIBLE</b>				
PROGRESS REPORT	FRIDAY, APRIL 9	GAIN	APR. 13	FRIDAY, APRIL 16
PROGRESS REPORT	FRIDAY, APRIL 30	GAIN	MAY. 4	FRIDAY, MAY 7
REPORT CARD	FRIDAY, MAY 21	LOSE/GAIN	MAY. 27	LAST DAY OF SCHOOL

## Retaliation

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

## Safety

Student safety on campus, at school-related events, and in district vehicles is a high priority of the district. The cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow all behavioral standards in this handbook and the Student Code of Conduct or set by district employees.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member, and promptly report any incidents to a district employee. A student may make anonymous reports about safety concerns by going to the website, [www.hsisd.net](http://www.hsisd.net), click students, then bullying report.

- 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.

### ***Insurance for Career and Technical Education (CTE) Programs***

If the board purchases accident, liability, or automobile insurance coverage for students or businesses involved in the district's CTE programs, the district will notify the affected students and parents.

### ***Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies***

Occasionally, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### ***Preparedness Training: CPR and Stop the Bleed***

The district will annually offer instruction in CPR at least once to students enrolled in grades 7–12. The instruction can be provided as part of any course and is not required to result in CPR certification.

The district will annually offer students in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see [Homeland Security's Stop the Bleed](#) and [Stop the Bleed Texas](#).

### ***Emergency Medical Treatment and Information***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, all 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***

Each year, parents are asked to complete an emergency release form to provide contact information if school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency, which may include real-time or automated messages. It is crucial to

notify your child's school when a phone number previously provided to the district has changed.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will also alert the community in the following ways: Sky-Alert messages, school website, and local television/radio stations.

[See **Communications-Automated, Emergency** for more information.]

## **SAT, ACT, and Other Standardized Tests**

[See **Standardized Testing**.]

## **Schedule Changes**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

Students fill out course selection sheets for the next school year each spring. Due to scheduling conflicts, 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 courses. Each student is required to enroll in a minimum of five (5) classes.

No schedule changes will be allowed after the 1<sup>st</sup> week of school without principal approval.

## **School Facilities**

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

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's asbestos management plan is available in the central administrative office. If you have any questions or would like to examine the district's plan in more detail, please contact David Hinerman, the district's designated asbestos coordinator, at 903-639-3808.

### ***Food and Nutrition Services***

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Some students are eligible for free and reduced-price meals based on financial need. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent requests the student's information not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See website, [www.hsisd.net](http://www.hsisd.net), to apply for free or reduced-price meal services.

[See policy CO for more information.]

Parents should continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student may continue to purchase meals according to the grace period set by the school board. The district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals.

If the district is unable to work out an agreement with the student's parent on replenishment of the meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

### **Vending Machines**

The district has adopted and implemented the state and federal policies for food service, including guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the principal. [See policy FFA for more information.]

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

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, periodic indoor and outdoor pesticide use is sometimes necessary to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the U.S. Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Parents who have questions or who want to be notified of the times and types of applications prior to pesticide application inside their child's school assignment area may contact David Hinerman, the district's IPM coordinator, at 903-639-3808.

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

Teachers and administrators have full authority over student conduct at before- or after-school activities. Whether a school activity is on or off district premises, students are subject to the same rules of conduct that apply during the instructional day. Misbehavior 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.

### ***Library***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit, 7:30 – 7:55, and 1:25 – 1:50.

### ***Use of Hallways during Class Time***

During class times, loitering or standing in the halls is not permitted, and 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.

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

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

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

- P.E. Gym (only during inclement weather and with adult supervision)
- Central Courtyard – between the main high school building and the P. E. Gym.

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

Students must leave campus immediately after dismissal of school in the afternoon, unless the student is involved in an activity under the supervision of a teacher or other authorized employee or adult.

### ***Cafeteria Services***

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential. The district may share information such as a student's name and eligibility status to help enroll eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed.

Participating students will be offered the same meal options as their peers and will not be treated differently from their peers.

See Elizabeth Martinez, 903-639-3809, to apply for free or reduced-price meal services.

See CO for more information.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals according to the grace period set by the school board, and the district will present the parent with a schedule of repayment for any outstanding account balance and an application for free or reduced meals. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a meal. The district will make every effort to avoid bringing attention to the student.

**Breakfast is 7:30 – 7:45. Lunch is 12:51 – 1:21. There will be no food in any classrooms, all food will be at the designated areas. No outside breakfast food will be allowed in the buildings at any time. Food will not be allowed after 7:55 at breakfast and 1:21 after lunch. Lunch will be in the cafeteria for all students deemed by administration.**

**Parents may bring lunches to the students in the cafeteria during 12:51 – 1:00, the office will not hand out lunches. No lunches will be delivered after 1:00, door will be locked.**

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

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

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

### **School-sponsored Field Trips**

The district periodically takes students on field trips for educational purposes.

A parent must provide permission for a student to participate in a field trip.

The district may ask the parent to provide information about a student's medical provider and insurance coverage, and may also ask the parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

The district may require a fee for student participation in a field trip to cover expenses such as transportation, admission, and meals; however, a student will not be denied participation because of financial need.

### **Searches**

#### ***Searches in General***

In the interest of promoting student safety and drug-free schools, district officials may occasionally conduct searches.

District officials may search students, their belongings, and their vehicles in accordance with law and district policy. Searches of students will be conducted without discrimination, based on, for example, reasonable suspicion or voluntary consent or pursuant to district policy providing for suspicion less security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on district property.

If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a district official may conduct a search in accordance with law and district regulations.

### ***District Property***

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in district property.

Students are responsible for any item—found in district property provided to the student—that is prohibited by law, district policy, or the Student Code of Conduct.

### ***Metal Detectors***

To maintain a safe and disciplined learning environment, the district reserves the right to subject students to metal detector searches when entering a district campus and at off-campus, school-sponsored activities.

### ***Telecommunications and Other Electronic Devices***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See **Electronic Devices and Technology Resources** and policy FNF(LEGAL) for more information.]

### ***Trained Dogs***

The district will use trained dogs to screen for concealed, prohibited items, including drugs and alcohol. Screenings conducted by trained dogs will not be announced in advance. The dogs will not be used with students, but students may be asked to leave personal belongings in an area that is going to be screened, such as a classroom, a locker, or a vehicle. If a dog alerts to an item or an area, it may be searched by district officials.

### ***Drug Testing***

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities or drives or parks a vehicle on campus. Drug testing information and collection procedures are outlined in policy FNF (LOCAL).

Consequences of positive test results shall be cumulative through the student's enrollment in the District.

*First Offense* - Upon a first offense of receiving a confirmed positive drug test, a student shall be suspended from participating in any extracurricular activity or driving on campus for 30 calendar days following the date the student and parent are notified of the test results. During the period of suspension, the student shall be permitted to attend practice but may not actively participate in practices.

*Second Offense* - Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from participating in any extracurricular activity or driving on campus for one

calendar year. The suspension shall begin on the date the student and parent are notified of the test results. During the period of suspension, the student shall not be permitted to participate in practices.

*Third Offense* - Upon a third offense of receiving a confirmed positive drug test, a student shall be suspended from participating in any extracurricular activity or driving on campus for the remainder of the student's enrollment in the District. The suspension shall begin on the date the student and parent are notified of the test results. During the period of suspension, the student shall not be permitted to participate in practices.

*End of Semester Suspensions* - If a student's suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

*Appeals* - A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

[See **Steroids.**]

## **Vehicles on Campus**

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

**Vehicles on campus must be registered and have a parking decal to remain on campus. Students parking on campus without being registered, will be warned once, then subject to discipline by the Code of Conduct and car towed at owner's expense. Students must exit their vehicle once they are on campus.**

**A student who drives to school and accumulates a combination of five or more unexcused absences/tardies per semester due to late arrival will lose driving privileges for the remainder of the semester.**

## **Sexual Harassment**

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

## **Special Programs**

The district provides special programs for gifted and talented students, students who are homeless, students in foster care, bilingual students, migrant students, English learners, students diagnosed with dyslexia, 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 school counselor.

The Texas State Library and Archives Commission's [Talking Book Program](#) provides audiobooks free of charge to qualifying Texans, including students with visual, physical, or reading disabilities such as dyslexia.

## **Standardized Testing**

### **SAT / ACT**

#### **(Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

**Note:** Participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STAAR**

#### **(State of Texas Assessments of Academic Readiness)**

#### **High School Courses—End-of-Course (EOC) Assessments**

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

**A student that is not successful on any assessment may be assigned accelerated instruction in the summer or an EOC enrichment elective.**

STAAR Alternate 2 is available for eligible students receiving special education services who meet certain criteria established by the state as determined by the student's ARD committee.

An admission, review, and dismissal (ARD) committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan (PGP).

[See **Graduation** for additional information.]

## **Students in Foster Care**

In an effort to provide educational stability, the district will assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Theresa Jennings, who has been designated as the district's foster care liaison, at 903-639-3810 with any questions.

[See **Students in the Conservatorship of the State** for more information.]

## **Students Who are Homeless (All Grade Levels)**

A parent is encouraged to inform the district if his or her child is experiencing homelessness. District staff can share resources that may be able to assist families.

Please also check the campus website for information related to services available in the area that can help families who are homeless.

For more information on services for students who are homeless, contact the district's homeless education liaison, Chris Evans, at 903-639-3812.

[See **A Student Who is Homeless.**]

## **Student Speakers**

The district provides students the opportunity to introduce the following school events: graduation, assemblies, and ceremonies. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA(LOCAL).

[See policy FNA(LOCAL) regarding other speaking opportunities and **Graduation** for information related to student speakers at graduation ceremonies.]

## **Summer School**

Hughes Springs High School conducts summer accelerated instruction for students who have not met the satisfactory performance requirements on one or more EOC assessment(s).

## **Tardies**

A student that is not in class, in the desk, and ready to work when the bell rings is tardy to class. No more than two tardies per semester are allowed. Disciplinary action will be taken on the fourth tardy. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct. A student missing 15 minutes of a 46-minute class will be counted absent for that class.

There is no designation between excused and unexcused tardies.

**A student who drives to school and accumulates a combination of five or more unexcused absences/tardies per semester due to late arrival will lose driving privileges for the remainder of the semester.**

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

Second Tardy - Warned

Third Tardy – One (1) day of Lunch Detention

Fourth Tardy – Two (2) days of Lunch Detention

Fifth Tardy – Three (3) days of Lunch Detention

Sixth Tardy – One half-day of Saturday School

Seventh Tardy – One full day of Saturday School

Eighth Tardy – Two full days of Saturday School

Ninth Tardy – Three days of SAC

After nine tardies, possible DAEP placement.

## **Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials**

The district provides textbooks and other approved instructional materials to students free of charge for each subject or class. Students must treat any books with care and place covers on them, as directed by the teacher. The district may also provide electronic textbooks and technological equipment to students, depending on course objectives.

If a student needs a graphing calculator for a course and the district does not provide one, the student may use a calculator application with graphing capabilities on a phone, laptop, tablet, or other computing device.

A student who is issued a damaged item should report the damage to the teacher.

Any student who does not return an item or returns an item in an unacceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage is paid for by the parent. However, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **Transfers**

The principal is authorized to transfer a student from one classroom to another.

**Out-of-District transfers guidelines are found in the District of Innovation Handbook.**

[See **Safety Transfers/Assignments, Bullying, and Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**, for other transfer options.]

## **Transportation**

### ***School-sponsored Trips***

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests that the student be released to the parent or to another adult designated by the parent. [See **School-sponsored Field Trips** for more information.]

### ***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 stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact David Hinerman at 903-639-3808.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Always follow the driver's directions .
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.

- Not deface the vehicle 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 vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

### **Consequences for Misbehavior on the School Bus**

First Offense: A documented referral, verbal warning with copy of referral and bus policy mailed home.

Second Offense: A phone call to parent/guardian and a disciplinary action to be given at school or a 3-day suspension of riding privileges.

Third Offense: A phone call to parent/guardian and a 10-day suspension of riding privileges.

Fourth Offense: A phone call to parent/guardian and a 20-day suspension of riding privileges.

Fifth Offense: A phone call to parent/guardian and a 35-day suspension of riding privileges.

Sixth Offense: Suspension for the remaining days left in the school year.

**\*\*Some behaviors may be so severe that they skip steps or results in other punishments\*\***

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

### **Vandalism**

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 and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

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

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board

may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice to before placing a video camera in a classroom or other setting in which your child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or who the district has designated to coordinate the implementation of and compliance with this law.

[See EHBAF(LOCAL).]

## **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 main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification. Visitors will be limited to parents and sibling unless otherwise approved by the principal. **Previous Hughes Springs High School graduates, in good standing with the district, must get a pass with permission by the administration at the high school.**

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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

### ***Unauthorized Persons***

In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer has the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and:

- The person poses a substantial risk of harm to any person; or
- The person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL).

[See the Student Code of Conduct.]

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

#### **Business, Civic, and Youth Groups**

The district may invite representatives from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

## **Career Day**

On any designated time in the school year, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **Volunteers**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact Nita Clark, 903-639-3802, for more information and to complete an application.

## **Voter Registration**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

## **Withdrawing from School**

When a student under age 18 withdraws from school, the parent or guardian must submit a written request to the principal, specifying the reasons for withdrawal and the final day the student will be in attendance. Withdrawal forms are available from the principal's office.

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

Please provide the school at least three days' notice of withdrawal so that records and documents may be prepared.

## **FLEX PERIOD**

Flex period is a tutorial/make-up period that students may be assigned to by the principal or teacher. A list of students will be put out weekly for the classes that they are to attend during the flex period. Non-attendance can become a discipline issue that may cause a SAC placement.

## **LOCKERS**

Students will need to bring backpacks for their school supplies. Lockers will not be assigned to students. If a student needs a locker, they will need a doctor's note or documented in an IEP.

## **COMPUTER, 1 TO 1**

Starting with the 2019-2020 school year, the high school students will have a computer issued to them at the starting of the year. There will be a \$30.00 fee for the students to pay before they will be issued to them. There will be a document with guidelines for the students and parents to sign. This will be given at the beginning of the school year. More information will be given at that time.

**\*\*Some guidelines may change throughout the summer and year and be added at a later date as a supplement. These changes are the result of either a legislative, T.E.A., or a local district ruling. \*\***

**\*\*THERE WILL BE ADDITIONS TO THE HANDBOOK DEALING WITH COVID-19 HEALTH GUIDELINES THROUGHOUT THE YEAR, THESE CHANGES WILL BE STRICTLY INFORCED\*\***



## Glossary

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

**ACT**, or the American College Test, is one of the two most frequently used college or university admissions examinations. The test may be required for admission to certain colleges or universities.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ARD** stands for admission, review, and dismissal. The ARD committee convenes for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

**CPS** stands for Child Protective Services.

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

**DFPS** is the Texas Department of Family Protective Services.

**DPS** stands for the Texas Department of Public Safety.

**EOC (end-of-course) assessments** are state-mandated and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These examinations will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is the federal Every Student Succeeds Act passed in December 2015.

**FERPA** refers to the federal Family Educational Rights and Privacy Act, which 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** stands for individualized education program and is the written record prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be

measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

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

**PGP** stands for personal graduation plan, which is required for high school students and for any student in middle school 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.

**PSAT** is the preparatory and readiness assessment for the SAT. It also serves as the basis for the awarding of National Merit Scholarships.

**SAT** refers to the Scholastic Aptitude Test, one of the two most frequently used college or university admissions examinations. The test may be required for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

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

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Spanish** is an alternative state-mandated assessment administered to eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments 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 and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAC** stands for the Texas Administrative Code.

**TEA** stands for the Texas Education Agency, which oversees primary and secondary public education in Texas.

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

**TSI** stands for the Texas Success Initiative, an assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TXVSN** stands for the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

## **Appendix: Freedom from Bullying Policy**

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [www.hsisd.net](http://www.hsisd.net). Below is the text of Hughes Springs I.S.D.'s policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

### **Student Welfare: Freedom from Bullying**

Policy FFI(LOCAL) adopted on 3/2/2012

**Note:** This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG. The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that: 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it: 1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and 2. Interferes with a student's education or substantially disrupts the operation of a school. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism. The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. BULLYING PROHIBITED DEFINITION EXAMPLES RETALIATION EXAMPLES Hughes Springs ISD 034903 STUDENT WELFARE FFI FREEDOM FROM BULLYING (LOCAL) DATE ISSUED: 3/2/2012 2 of 3 UPDATE 93 FFI(LOCAL)- A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct. The principal or designee

## Hughes Spring High School Student Handbook

shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary, to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying. FALSE CLAIM TIMELY REPORTING PROCEDURES STUDENT REPORT EMPLOYEE REPORT FORMAT PROHIBITED CONDUCT INVESTIGATION OF REPORT CONCLUDING THE INVESTIGATION NOTICE TO PARENTS Hughes Springs ISD 034903 STUDENT WELFARE FFI FREEDOM FROM BULLYING (LOCAL) DATE ISSUED: 3/2/2012 ADOPTED: 3 of 3 UPDATE 93 FFI(LOCAL)-A If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying. The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may act in accordance with the Student Code of Conduct or any other appropriate corrective action. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. Retention of records shall be in accordance with CPC (LOCAL). This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices. DISTRICT ACTION BULLYING DISCIPLINE CORRECTIVE ACTION TRANSFERS COUNSELING IMPROPER CONDUCT CONFIDENTIALITY APPEAL RECORDS RETENTION ACCESS TO POLICY AND PROCEDURES