



UNION HILL HIGH SCHOOL

2009 - 2010

STUDENT HANDBOOK

Principal - Richard Kirby

Counselor - Brenda Winchester

903-762-2138

Acknowledgment Form

My child and I have received a copy of the Union Hill Student Handbook [and the ***Student Code of Conduct***] for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

<p>PARENTS: <i>“Please sign and date this page, remove it from the handbook, and return it to the student’s school.”</i></p>

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

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Union Hill ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year.

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

For the following school-sponsored purposes: UIL eligibility and programs and the reporting of school events, Union Hill ISD has designated the following information as directory information:

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

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

Parent: Please circle one of the choices below:

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

Parent signature _____

Date _____

For all other purposes, Union Hill ISD has designated the following information as directory information:

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

Parent: Please circle one of the choices below:

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

Parent signature _____

Date _____

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

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

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

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

Parent signature _____

Date _____

Consent/Opt-Out Form.

Dear Parent:

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

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

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

Following are activities requiring parental notice and consent or opt-out for the 2008–2009 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

Date: On or about May 15

Grades 9-12

Activity: Partnership for a Drug Free America Survey

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family makeup, the relationship between parents and children, and use of alcohol and drugs at home.

To opt-out: Contact Richard Kirby at 903-762-2138 no later than one week before the survey is to be administered if you do not want your child to participate in this activity.

Date: May, 2010

Grades 7-12, when applicable

Activity: Athletic Physicals

Summary: The school district provides physicals for potential athletes at no cost to the parents.

To opt-out: Contact John Woodard at 903-762-2142 ext 215, no later than 7 days before the day of the physical exams if you do not want your child to participate in this activity.

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PREFACE

To Students and Parents:

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

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need to assist their child in responding to school-related issues.

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

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

Both students and parents should become familiar with the Union Hill ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available in the principal’s office.

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

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

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

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

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

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page 8 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Sharon Richardson, 2197 FM 2088, Gilmer, TX 75644-5557, 903-762-2140.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Richard Kirby, 2197 FM 2088, Gilmer, TX 75644 5557, 903-762-2138.
- All other concerns regarding discrimination: See the superintendent.

PARENTAL INVOLVEMENT

Working Together

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

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

- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 22 and **Academic Programs** on page 14.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-762-2138 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 42.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Richard Kirby
- Participating in campus parent organizations. Parent organizations include: PTC and Booster Club.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Principal’s office.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 34.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.

- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

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

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

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

[See **Student Records** on page 7.]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire

semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 40 and policy EC(LEGAL).]

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

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

off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 48 and contact Richard Kirby at 903-762-2138.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Richard Kirby at 903-762-2138.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the

household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Richard Kirby and may be contacted at 903-762-2138.

Student Records

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

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

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

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 2197 FM 2088, Gilmer, TX 75644-5557.

The address of the principals' offices is:

2197 FM 2088, Gilmer, TX 75644-5557.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 42 and **Student or Parent Complaints and Concerns** on page 18 for an overview of the process.]

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: UIL eligibility and programs, and the reporting of school events.

For these specific school-sponsored purposes, the district would like to use your child's Name, Age and Grade Level. This information will not be released to the public without the consent of the parent or eligible student.

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

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

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

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 teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the principal's office at 903-762-2138.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

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 the reading diagnosis test.

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

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

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

Attendance for Credit

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

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

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

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

- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- The attendance committee may assign Saturday school, before or after school tutorial, detention after school or extra work in order for the course credit to be granted.
- The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

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

ATTENDANCE PROCEDURES:

Admits to class will be required of all students regardless of the absence being excused or unexcused. Students will pick up admit slips from the office the day they return to school. The admit slip must be signed by each teacher and returned to the office.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

- A student who is tardy for more than 10 minutes will be counted absent.
- A student who is absent from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.
- A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary action.
- A student who must leave school during the day must bring a note from his/her parent and give it to the secretary that morning. A student may not check out without a parent to sign him/her out or a signed note from the parent if he/she is 18. (A phone call may still be required in some cases.) Unless the [principal or superintendent] has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.
- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent prior to dismissal.
- When scheduling doctor's appointments in advance, please try to schedule when the least amount of instructional time will be missed.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).

The District will file with the Justice of the Peace when a student has missed an excessive amount of days, as deemed by the Administration.

LATE ARRIVAL TO SCHOOL

Students who arrive at school after 8:00 are considered tardy and must obtain an admission slip from the Principal's office before going to their first period class. Students are tardy to class when they are not in their assigned when the tardy bell rings. A student who is more than 10 minutes late to a class will be counted absent. A Student detained by a member of the staff will obtain a note from that member and present it to the teacher. Loitering in the halls and restrooms will not be tolerated. **If a student is tardy more than 3 times in a six-weeks period, he/she will be disciplined according to the Code of Conduct.**

EARLY RELEASE (SENIORS AND WORK PROGRAM STUDENTS ONLY)

If a senior student has met his/her schedule requirements for graduation, he/she may leave after the 7th period class. If a student is enrolled in the work program he/she may leave after 6th period.

Union Hill ISD must have proof of parental consent and a signed statement absolving Union Hill ISD from any responsibility for that child once he/she leaves the campus. Students leaving the campus may not return to campus unless they are returning to participate in an extracurricular activity.

Driver License Attendance Verification

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page 22 of this handbook and policies at EIF.]

[See **Academic Counseling** on page 22.]

ADVANCED PLACEMENT

Students in all grades may use advanced placement examination to be advanced one grade level or be given credit for a subject.

REQUIREMENTS: Students must pass both a standard achievement test at the 90th percentile or better and a test over essential elements in the subject with a subject with a 70 or better to earn advanced placement. Permission to take the A.P.E. S. must be obtained from the teacher, the parents, and the principal. A.P.E.S. will be administered during the first week after school is out. A fee will be charged.

AWARDS AND HONORS

A student may receive various non-monetary awards during his school career in academic and extracurricular activities sponsored by the school. All awards will be governed by the rules of the University Interscholastic League (UIL).

Awards are listed as: attendance awards, honors, scholarships, and applicable eligibility criteria, e.g., honor roll, National Honor Society, etc.

Academic Awards: A student who is at least a sophomore and maintains a 90 or above average in his academic work for two consecutive semesters, beginning with the a spring semester, will be awarded a varsity jacket or equal, provided the student has not previously received a jacket.

Note: This will be nullified by any grade in conduct lower than “S” or a charge of felony or criminal act sufficiently proven in the mind of the principal.

Cheerleading or Band Awards: (See Cheerleading or Band Handbook)

Athletics: Jackets will be awarded for two (2) years’ participation, provided student has not previously received a jacket.

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in agricultural science, computer applications and office education.

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

CALCULATION OF CLASS RANKING: grade point averages (GPA) for the purpose of class ranking for all students graduating, and for local honors recognition in accordance with eligibility criteria established below, shall be calculated with a weighted grade point scale at the end of the fifth six weeks grading period.

Current policy states that grades for all courses taken in high school, and for which credit has been earned shall be included in this calculation, except for grades earned in band, choral/applied music, physical education, athletics, art, office/classroom aides, correspondence courses, summer school courses, and dual credit courses.

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

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

Students and parents should contact the counselor or principal for further information about the application process and deadlines.

[For further information, see policies at EIC.]

CLASS RANK-VALEDICTORIAN/SALUTATORIAN

The following criteria shall establish a student's eligibility for local recognition as valedictorian or salutatorian:

1. The student must have been continuously enrolled in the District high school for the three (3) years prior to the graduation ceremony.
2. The student must have completed all state and local graduation requirements for the Recommended or Distinguished Program.
3. The student must be completing high school in exactly eight semester.

The valedictorian shall be the eligible graduate with the highest grade point average (GPA); the salutatorian shall be the eligible graduate with the second-highest GPA.

STATE SCHOLARSHIPS AND GRANTS

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

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as private institutions.

There are numerous local, regional, state, and national scholarships available to qualified graduating seniors. Examples of these scholarships are: Wal-Mart Scholarship, Cooke Scholarship, Rotary Club Scholarship, McCurry Scholarship, and various memorial scholarships. (For further information see the counselor or principal).

CLASS SCHEDULES

For the first **five class days** of each semester, permission to drop or add a course may be granted **only** after consultation with the ARD committee (when applicable), the teacher, the counselor, and the principal.

COLLEGE CREDIT COURSES

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

North East Texas Community College

Kilgore Junior College

Tyler Junior College

DUAL CREDIT COURSES/COLLEGE COURSES

Students classified as juniors or seniors may be granted credit for college courses taken in an approved institution to fulfill units for high school graduation under the following provisions:

1. The student makes written request to the Principal/Counselor that credit will be given for a college course. The course(s) may be taken concurrently with high school courses or during the summer and evening.
2. The parent(s) or guardian(s) affirm in writing to the Principal and Superintendent that the student has parental permission to take the college course(s)
3. Credit for successfully completed college course(s) shall be earned in one-half unit increments.
4. Union Hill ISD will pay tuition for those students who qualify to take college classes. Students will provide the district with an official college transcript showing the grade received. The grade must be a minimum of “C” to qualify for high school credit.
5. Students must attend through 5th period for attendance requirements.

EXEMPTIONS FROM SEMESTER EXAMS

To be exempt from exams a student must have:

- 0-1 absence and an average of 80 in the class from which they desire an exam exemption
- 2 absences and an average of 85 in the class from which they desire an exam exemption
- 3 absences and an average of 90 in the class from which they desire an exam exemption

Freshmen may exempt a maximum of **2** exams each semester; sophomores may exempt a maximum of **3** exams each semester; juniors may exempt a maximum of **4** exams each semester; and seniors may be exempt from **all** exams both fall and spring.

Note: Students who owe money to the school or have been assigned ISS or AEP for tardies, skipping, or other reasons will not be eligible for semester exam exemptions!!

COMPLAINTS AND CONCERNS

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

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

COMPUTER RESOURCES

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

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

CONDUCT

Applicability of School Rules

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

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

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

ISS – IN – SCHOOL SUSPENSION

The ISS room is utilized as an area students are assigned who have been unable to adjust adequately to a regular school program and behavior expectations.

The ISS instructor will acquaint the student with the ISS rules when the student enters ISS. The ISS instructor has full authority to deny a student credit for a day spent in ISS when rules and expectations have not been met satisfactorily.

GUIDELINES FOR IN – SCHOOL SUSPENSION

When it becomes necessary to assign a student to in – school suspension, the following rules and guidelines will be followed:

1. Students must report to the office immediately upon arrival on campus.

2. Students can not leave his/her seat without teachers' permission.
3. Students can not talk to other students at any time. Any request by the student must be written and given to the instructor. The ISS instructor may then give permission to the student to speak.
4. Students must be engaged in an academic activity at all times. An ISS work packet will be given to the student to ensure on task behavior at all times. These packets must be completed before the student will be released back to class.
5. No food or drink is permitted in the ISS classroom. Lunch will be designated at a time when other students are not at lunch.
6. All work needs to be completed in the ISS classroom.
7. Restroom breaks will be given once in the morning at 10:00 am and once in the afternoon at 1:30 pm. If a student requests a restroom break outside the allotted time, the student may be assigned an additional day.
8. The ISS instructor may assign additional days if necessary.

Students assigned to ISS may not participate in extracurricular activities pending ISS assignment or while serving in ISS, either before or after school. As soon as the ISS assignment is completed, students are eligible for participation.

(example – if a students ISS assignment is completed at the end of the day, 3:30, the student then becomes eligible to participate)

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

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

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

The following disciplinary actions will happen if cell phones or other personal electronic devices are used without permission:

1st offense- The item will be taken up and turned into the office. Parents will be notified that they may pick up the item after paying a \$5.00 fine.

2nd offense- The item will be taken up and turned into the office. Parents will be notified that they may pick up the item after paying a \$10.00 fine.

3rd offense- The item will be taken up and turned into the office. Parents will be notified that they may pick up the item after paying \$15.00 fine.

4th and further offenses- The item will be taken up, turned into the office and not returned until the end of the school year.

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

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

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

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

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. These credits may be earned from the University of Texas, Texas Tech University, or any other public institution of higher learning approved by the commissioner of education. All students wishing to take correspondence courses must have the prior written approval of the principal. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation.

A maximum of two credits may be earned through correspondence courses.

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

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

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2008–2009 school year include:

Dates Scheduled:

Region VII Service Center, Kilgore, TX June 3, 4, 5, 2009 and July 7, 8, 9, 2009

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

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

CREDIT (Pass/Fail)

Grades 7-8:

In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

Grades 9-12:

Students will receive $\frac{1}{2}$ credit for each semester with a passing grade of 70 or above. Any grade which is 69 or below in either honors or regular courses will result in a “0” averaged into the determination of the GPA. Students will receive 1 credit for a two semester course if the final average of both semesters is 70 or above.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, Dog House News, and the yearbook, The Paw, are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 23.]

Non school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any no school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the high school office hallway as the location for approved non school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts no school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the 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 at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

1. Clothing with vulgar or indecent slogans/pictures, clothing that promotes racial tension, or clothing advertising or promoting merchandise which is not permitted on campus is prohibited.
2. Slacks, blue jeans, walking shorts (blue jean or khaki), capris (jean or khaki), or skirts are appropriate attire for school. Skirts and shorts must touch the top of the kneecap when standing. Pant length should be no longer than the floor when standing.
3. Dresses are to touch the top of the kneecap when standing. The neck opening of a dress should be no lower than the equivalent of the second button of a collared dress shirt.
4. Elementary girls must wear shorts underneath skirts and dresses.
5. No oversize/undersize or form fitting garments allowed. Slacks, jeans, walking shorts, capris, and skirts must be designed with a belt loop and a belt worn at all times. These clothing items also must be worn at the normal waistline and no undergarments are to be visible.
6. Shirts must have a collar, either a polo style or button up. No more than the top two buttons may be unbuttoned. If the shirt is designed to be tucked in or the bottom hangs lower than the bottom of the back pocket, the skirt must be tucked in. Shirts that are not tucked in must be long enough to reach the middle of the back pocket. Shirts must have sleeves that come to at least the middle of the upper arm. (**EXCEPTION: Friday will be designed as tee shirt day, any appropriate tee-shirt may be worn. Elementary girls can wear cheerleading uniforms.**)
7. Holes (whether deliberate or from wear and tear) in clothes will not be acceptable.
8. Shoes need to be of a style that is firmly secured to the entire foot. Styles such as clogs, flip-flops, croc styles, etc. are not permitted. Socks, knee-highs, tights or hosiery are encouraged, but not required.
9. No jewelry or other apparatus allowed in a body piercing other than the ears for girls.
10. No jewelry or other apparatus allowed in a body piercing including the ears for boys.
11. Hair should be neat and clean. Boys' hairstyles will show the ear lobes and be no longer in the back than the bottom of the collar. Hair must be fixed to stay out of the eyes of both boys and girls.
12. Facial hair will be limited to a mustache that is trimmed and neat (The upper lip must show and it must not extend past the corner of the mouth). Side burns can not be lower than the ear lobe.
13. Head coverings/sweat bands are not allowed on campus during normal school hours. (Hats, caps, headbands, etc. need to be left at home.)

14. Sunglasses will not be worn in the building or classroom.
15. Choker chains, wallet chains, spiked collars, and bracelets shall not be permitted.
16. No visible tattoos or body art.
17. No blankets are to be brought to school.

No gang related materials allowed.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- To be eligible to participate in extracurricular activities the first six weeks of school, a student must have received a minimum of 5 credits the previous school year. “Incomplete” in any course renders a student ineligible until the incomplete is removed (or at the 3rd six weeks ineligible period when the “I” must be converted to a grade by board policy).
- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 12 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences

for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO.]

ORGANIZATIONS FOR 2008-2009

- **ATHELETICS:** A list of athletic policies is available from the athletic director, and will be given to each participant at the beginning of school. The school arranges for the required yearly physicals, but a student may use a different doctor as long as the report is on a school form. Parental consent forms must be signed before a student will be allowed to participate in a specific program.
- **BAND:** Band members are reminded that, like our athletes, you are a representative of our school and your conduct at all times should reflect your pride in our school and its traditions. A copy of the Band Handbook is available in the high school office.
- **FUTURE FARMERS OF AMERICAL:** Guidelines are available from the Career & Technology teacher.
- **STUDENT COUNCIL**
- **NATIONAL HONOR SOCIETY**
- **CHEERLEADER:** A copy of the Cheerleading Handbook is available in the high school office.
- **CHOIR**
- **SPANISH CLUB**
- **PEP SQUAD:** (For students in 4th-6th grades)

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.

- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 49.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GRADE CLASSIFICATION

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

Credits Earned	Classification
6.5	Grade 10 (Sophomore)
12.5	Grade 11 (Junior)
18.5	Grade 12 (Senior)

GRADING GUIDELINES

In grades 7–12, achievement is reported to parents as:

ACADEMIC

A=90-100 (excellent)

B=80-89 (satisfactory)

C=75-79 (average)

C=70-74 (needs improvement)

CITIZENSHIP

E=Excellent

S=Satisfactory

N=Needs Improvement

U= Unsatisfactory

HONOR ROLL

“A” Honor Roll=all A’s in academic and E in citizenship

“A/B” Honor Roll*=all A’s and B’s in academic and S in citizenship

(*Note-The # of A’s must exceed # of B’s)

GRADUATION

Requirements for a Diploma

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

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

See “Student Guide to Graduation” available on TEA’s Web site at:

www.tea.state.tx.us/student/assessment/resources/grad/grad_broach.pdf

Graduation Programs

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

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

- Minimum Program 22 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 22 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 22 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 22 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

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

LOCAL PROGRAMS

Locally, we have a Recommended High School Program. A student must take 5 courses under the Honors Course List.

Honors Courses for 2009 - 2010

Spanish II	Spanish III
Algebra II	Pre-Calculus
Physics	<u>*Chemistry</u>
*Honors English I	*Honors English II
*Honors English III	*Honors English IV
<u>*Accounting</u>	Any advanced Placement (AP) class
	Anatomy & Physiology

*Note: To participate in the Honors English Program at Union Hill High School a student must have an average of at least 90 in his/her previous English class or at least 80 in his/her previous Honors English class. Students will also complete all supplementary/enrichment activities assigned by the teacher in the area of English. If a student fails to meet any of these requirements, regular English credit will be given.

***Any Advanced Placement (AP) class will be considered "Honors".*

Honors courses are weighted heavier than regular courses when determining grade point averages. For example see (EIC) local.

Certificates of Coursework Completion

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

Students with Disabilities

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

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain

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

[See FMH(L

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 27.]

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

HARASSMENT

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, religion, color, national origin, gender, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the district’s policy is

available in the principal's office and in the superintendent's office [or on the district's Web site].

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

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

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

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

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

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

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

The district offers 45 minutes per day to students in junior high school to meet district physical education requirements for these grades. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

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

Vending Machines

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

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

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

Pest Management Plan

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Sharon Richardson, at 903-762-2140.

HOMEWORK

Homework can improve student achievement in subject area. Students can expect to have sensible, meaningful, and reasonable homework. Students are required to complete homework within the time allotted by the instructional leader.

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

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

DAEP or In-school Suspension Makeup Work

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

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

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

CITIZENSHIP GRADES

Citizenship grades on report cards are based on industry, attention, promptness, preparedness, self-reliance, cooperation, respect, honesty, and self-control.

CLOSED CAMPUS

The campus will be closed to all students. Students will not be permitted to leave the campus during their lunch period. Students leaving campus without administrative approval shall be subject to disciplinary action.

LEAVING CLASS

If for any reason you need to leave your class, you must have a corridor pass signed by your teacher, or you will be considered truant from that class and disciplined accordingly. No student should return to his/her car during the day for any reason before school is dismissed at 3:30 p.m. without having a pass to leave the school.

MEDICINE AT SCHOOL

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

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

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

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

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

Psychotropic Drugs

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 29.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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

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

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PREGNANCY-RELATED SERVICES (PRS) PROGRAM

If a student of Union Hill ISD becomes pregnant, she is eligible to receive the following services, based on the needs and capabilities of the district and the community:

1. Identification and intake documentation of pregnant students will be completed, verified and filed by the counselor.
2. The following services will be offered each student in the PRS program. It is not required that each student needs, or uses, each and every service.
 - Counseling
 - Case management and/or service coordination
 - Compensatory Education Home Instruction (CEHI)
3. The certified teacher serving as the CEHI instructor will maintain a log of home instruction during the days or weeks the student receives CEHI> A student will receive four hours per week of instruction at home for a maximum of six weeks from the date of delivery.
4. Documentation of each student’s participation in the PRS Program will be on file with the following officials:
 - Counselor
 - High School Principal
 - PEIMS coordinator
 - Superintendent
5. This documentation will include the following information:
 - Verification of pregnancy
 - CEHI teacher’s log, including dates and times
 - Copy of ARD?IEP, if the student is served by Special Education
 - PRS entry date
 - Date of delivery
 - Doctor’s notes that require either prenatal confinement or extension of the six weeks postpartum period
 - PRS exit date

PROMOTION AND RETENTION

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

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

- Beginning with the 2007–2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child’s performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.]

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

SAFETY

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

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

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child. **This is only a secondary insurance policy.** Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school sponsored activities on a school campus, the district, under state law, can't pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Disaster

- Announcement directions given in accordance to situation

Bomb Threat

- Announcement walk out of building to designated place.
to evacuate

Intruder

- Announcement teachers lock classroom doors and students get as close to
the wall as possible.

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

On days when bad weather makes you uncertain whether school will be in session do one or both of the following things:

- 9. Listen to Longview radio station KYKX
- 10. watch KLTV, Channel 7, Tyler

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Use By Students Before and After School

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

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

- Back parking lot area
- Cafeteria

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

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

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

In order to have a pleasant situation while dining, we suggest that students act in a mannerly fashion at all times. Please deposit all lunch litter in wastebaskets, return all trays and utensils to the dishwashing area, and leave the table and floor around you in a clean condition.

Students are not to brush their hair in the serving line or chew gum at any time. Slushes are to remain in the cafeteria. Cutting in line is strictly forbidden.

LUNCH PRICES FOR THE 2008-2009 SCHOOL YEAR

Regular price lunches	PreK-5TH	\$1.50
	6-12TH	\$1.75
Reduced-price lunch	PreK-12TH	\$.40

Regular price breakfast	PreK-12TH	\$1.00
Reduced-price breakfast	PreK-12 TH	\$.30
Teachers & Employees		\$2.75
Non-Employee Lunch		\$3:00

Lunch Room Policies

Due to unpaid bills in the cafeteria, the school is discouraging charges in the cafeteria. In an emergency, students may charge in order to receive a meal. **Under no circumstances** may students charge after seven days. After this period, students must pay in full. Students may not buy a la carte food if charges have not been paid.

In addition to the policy regarding lunch charges, the following guidelines have been approved by the Board of Trustees:

1. Large glasses of tea will be 25 cents and small glasses will be 10 cents.
2. A la carte prices will be posted in the lunchroom.
3. Everyone must stay in line and pass by the cash register to be counted.
4. Everyone must enter at the entrance door and exit at the exit door.
5. Any discipline problems in the lunchroom will be written up and handled by the principal. Students who continually misbehave will not be allowed to eat in the cafeteria.

Library

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Students, staff and faculty are welcomed to use the library and to borrow books during school hours as long as they are in good standing with the library. Good standing refers to patrons who return books, magazines, AV materials and AV equipment on time and in good condition. This term also refers to students that observe proper behavior while in the library.
- Loan periods: The normal loan period for books is 2 weeks. “Reserve Books” are temporary collections for specific course projects. The “check out period” for these books is determined by the librarian and the teacher. Reference materials may not be removed from the library without permission from the librarian. Reference materials may not be removed from the library without permission from the librarian. Magazines may be checked out for the day and must be returned to the library before school is over for the day.
- Fines: Fines for late materials are accrued at \$.05/day for every day that the library is open. A maximum late fee of \$ 3.00 per material is charged. Students who owe fines must pay these fines before borrowing

any6 more materials. Accelerated Reader points will not be released for spending until all overdue books have been returned and fines paid.

- **Lost and Damaged Items:** Patrons who permanently lose or damage library material will be required to pay the replacement cost of that item. Patrons will not be allowed to borrow library materials and Accelerated Reader points will not be released for spending until these debts are paid.
- **Checkout Limits:** Students will be limited to 2 library books at a time. elementary students will check primarily form the elementary library with exceptions at the librarian's discretion. Junior and High School students are encouraged to check books from the High School Library first. However, these students will be permitted to check books from the elementary library by appointment. Students may not have more than 2 library books in their possession at any time unless special permission has been given from teacher librarian.
- **Schedule:** The library will be open from 7:45 a.m. to 3:45 p.m.
- **Library Cards:** All patrons will be assigned a library card number. These cards will remain in the library.

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

DAEP

All students are subject to random searches with a metal detector by a staff member or a certified police officer.

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

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

Trained Dogs

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

SPECIAL PROGRAMS

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

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7

- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TARDIES

Being tardy to class is not acceptable. Each tardy will result in a lunch detention. After receiving 4 tardies in a six week period the student will be assigned a day in ISS.

TEXTBOOKS

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

Slightly damaged - ½ the price of the book

Severely damaged – full price of the book

TRANSFER STUDENTS

When entering Union Hill and transferring credits from another school district, only state approved course credits and state recognized honors credits shall be accepted.

Acceptance of local credits toward graduation for students transferring to Union Hill is at the discretion of the Administration.

Students entering the district from non-accredited public, private, or parochial schools, including home school, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate district personnel.
2. Recommendation of the sending school.
3. Prior achievement record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer students from non-accredited public, private, or parochial schools shall validate high school credit for courses by testing or evidence that courses meet State Board requirements and standards.

Out of district students will be accepted as a transfer after a thorough background check and School board approval. A student's transfer may be revoked due to attendance or discipline problems.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. **No one but students or school personnel can ride the bus. No student will be allowed to participate in a school-sponsored trip without a signed parent permission form signed by both the parent/guardian and the student.**

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact 903-762-6694 ext. 212.

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

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

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

- Balloons of any type are not permitted on any school transportation.
- When students ride in a district van or passenger car, seat belts must be fastened at all times.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.

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

TUTORIALS

Tutorials are an opportunity for all students to get extra help in any subject area. Tutorials will be from 7:40-7:55 am and 3:30-4:00

Seniors or students participating in work programs failing to meet a minimum grade of “70” in the classes for which they are assigned may be assigned mandatory tutorials.

Students failing classes may be assigned mandatory tutorials. If a student is failing 2 or more core subjects, it will be the responsibility of the teacher to work out a satisfactory plan for the student to attend mandatory tutorials for both subject areas. It is the responsibility of the student to inform the teacher if another teacher has already assigned him mandatory tutorial so that the teachers for the student can work out a satisfactory plan. Failure to attend an assigned tutorial will result in disciplinary action.

VANDALISM

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

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for security of his/her vehicle and its contents and must make certain that it is locked and that the keys are not given to others. **UNION HILL ISD IS NOT RESPONSIBLE FOR DAMAGE OR THEFT TO ANY VEHICLE PARKED ON SCHOOL PROPERTY.** (See also the Student Code of Conduct).

In order to properly secure and “police” the vehicles driven onto the campus by the students they must be parked along the fence between the high school field house and the junior high field house. A vehicle may not take more than one parking space and must be parked correctly at all times and events. Students must not park at the gym, around the baseball field, at the AG building, or in any location other than the specified student

parking area. Students are not to go to their vehicles any time during the day unless authorized by the principal and given a pass to do so.

Students cannot relocate their cars to another location for after-school extra-curricular practices until all buses have been loaded and have left the campus. Any person who operates a vehicle in an unsafe or disruptive manner on school property is subject to losing the privilege of bringing his/her vehicle on the campus for the year and is subject to disciplinary action. All vehicles parked on the school campus must have a Union Hill ISD parking sticker. These may be obtained from the high school office. A copy of the student's driver's license and insurance must be kept on file in the high school office.

NOTE: If a student is to be picked up after school, that car must pick them up in front of the elementary campus. Vehicles are not to be parked in the large parking lot south of the elementary building where buses are being loaded.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library

record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX
Acknowledgment Form—Amendment

My child and I have received a copy of the [school name] *Student Handbook* Amendment # [redacted] dated [redacted].

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____