

Table of Contents

Preface	1
SECTION I: Parental Rights and Responsibilities	2
Parental Involvement	2
Working Together	2
Parental Involvement Coordinator	2
Parental Rights	2
Obtaining Information and Protecting Student Rights	2
“Opting Out” of Surveys and Activities	2
Displaying a Student’s Artwork and Projects	3
Requesting Professional Qualifications of Teachers and Staff	3
Reviewing Instructional Materials	3
Inspecting Surveys	3
Accessing Student Records	3
Granting Permission to Video or Audio Record a Student	3
Granting Permission to Receive Parenting and Paternity Awareness Instruction	3
Removing a Student Temporarily from the Classroom	3
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags	3
Excusing a Student from Reciting a Portion of the Declaration of Independence	3
Requesting Notices of Certain Student Misconduct	4
School Safety Transfers	4
Requesting Classroom Assignment for Multiple Birth Siblings	4
Other Important Information for Parents	4
Parents of Students with Disabilities	4
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education	4
Accommodations for Children of Military Families	4
Student Records	4
Directory Information	5
Directory Information for School-Sponsored Purposes	5
Release of Student Information to Military Recruiters and Institutions of Higher Education	6
SECTION II: Information for Students and Parents	6
Absences/Attendance	6
Compulsory Attendance	6
Exemptions to Compulsory Attendance	6
Failure to Comply with Compulsory Attendance	6
Attendance for Credit	6
Parent’s Note After An Absence	6
Doctor’s Note After An Absence for Illness	7
Driver License Attendance Verification	7
Academic Programs	7
Bullying	7
Career and Technology Programs	7

Child Sexual Abuse.....	7
Class Rank / Top Ten Percent / Highest Ranking Student	8
Class Schedules	8
College Credit Courses	8
Complaints and Concerns	8
Computer Resources.....	8
Conduct.....	9
Applicability of School Rules.....	9
Corporal Punishment	9
Disruptions.....	9
Telecommunication Devices, Including Mobile Telephones and other Electronic Devices.....	9
Other Electronic Devices.....	9
Inappropriate Use of Technology.....	10
Social Events.....	10
Prom Policy.....	10
Contagious Diseases/ Conditions.....	10
Correspondence Courses.....	10
Counseling.....	10
Academic Counseling.....	10
Personal Counseling	10
Psychological Exams, Tests, or Treatment	11
Credit by Exam—If a Student Has Taken the Course.....	11
Credit by Exam—If a Student Has Not Taken the Course.....	11
Dating Violence, Discrimination, Harassment, and Retaliation.....	11
Dating Violence.....	11
Discipline Management Plan.....	11
Consequences.....	12-14
Discrimination	14
Harassment	14
Sexual Harassment.....	14
Retaliation.....	14
Reporting Procedures.....	14
Investigation of Report	14
Discrimination	14
Distribution of Published Materials or Documents.....	14
School Materials	14
Nonschool Materials...from students	14
Nonschool Materials...from others.....	15
Dress and Grooming	15
Extracurricular Activities, Clubs and Organizations.....	15
Standards of Behavior.....	16
Offices and Elections.....	16
Fees.....	16

Fund-Raising	16
Grade Classification.....	16
Grading Guidelines.....	16
Homework.....	17
Incomplete Grades.....	18
Graduation	18
Requirements for a Diploma.....	18
Graduation Activities.....	18
Graduation Speakers.....	18
Course Classification and Grade Points.....	19
Certificates of Coursework Completion.....	19
Graduation Expenses	19
Graduation Programs	20
Students with Disabilities	20
State Scholarships and Grants.....	21
Harrassment	21
Health-related Matters	21
Bacterial Meningitis.....	21
School Health Advisory Council	22
Physical Fitness Assessment.....	22
Vending Machines	22
Other Health-Related Matters.....	22
Tobacco Prohibited.....	22
Asbestos Management Plan	22
Pest Management Plan.....	22
Homeless Students.....	22
Immunizaation	22
Law Enforcement Agencies	23
Questioning of Students.....	23
Students Taken Into Custody	23
Notification of Law Violations	23
Makeup Work	23
Routine and In-depth Makeup Work Assignments	23
DAEP or In-school Suspension Makeup Work.....	24
Medicine at School	23
Psychotropic Drugs.....	24
Nondiscrimination Statement.....	24
Nontraditional Academic Programs.....	25
Pledges of Allegiance and a Minute of Silence.....	25
Prayer.....	25
Promotion and Retention	25
Release of Students from School	25
Late Arrival at School.....	26

Tardy Policy.....	26
Lunch Detention.....	26
Report Cards / Progress Reports and Conferences.....	26
Retaliation.....	26
Safety.....	26
Accident Insurance.....	27
Drills: Fire, Tornado, and Other Emergencies.....	27
Fire Drill Bells.....	27
Tornado Drill Bells.....	27
Emergency Medical Treatment and Information.....	27
Emergency School-Closing Information.....	27
SAT, ACT, and Other Standardized Tests.....	27
School Facilities.....	27
Use By Students Before and After School.....	27
Conduct Before and After School.....	27
Use of Hallways During Class Time.....	28
Cafeteria Services.....	28
Library.....	28
Meetings of Noncurriculum-Related Groups.....	29
Searches.....	29
Students' Desks and Lockers.....	29
Vehicles on Campus.....	29
Trained Dogs.....	29
Drug-Testing.....	29
Special Programs.....	29
Steroids.....	29
Student Speakers.....	30
Summer School.....	30
TAKS (Texas Assessment of Knowledge and Skills).....	30
Textbooks, Electronic Textbooks and Technological Equipment.....	30
Transfers.....	30
Transportation.....	30
School-Sponsored Trips.....	30
Buses and Other School Vehicles.....	30
Equine Transportation.....	31
Vandalism.....	31
Video Cameras.....	31
Visitors to the School.....	31
General Visitors.....	31
Closed Campus.....	31
Visitors Participating in Special Programs for Students.....	31
Withdrawing from School.....	31
Glossary.....	33

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

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

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

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

Both students and parents should become familiar with the DeKalb 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 an attachment to this handbook 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:

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 5 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 or online at <http://www.dekalbisd.net/>.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the DeKalb High School 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.

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 10 and **Academic Programs** on page 7.]
- 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 903-667-2422 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 24.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact].
- Participating in campus parent organizations.
- 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 Richard Coleman at 903-667-2422.
- 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 22.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Stephanie Sparks and may be contacted at 903-667-2566.

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.]

Displaying a Student's Artwork and Projects

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

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 4.]

Granting Permission to Video or Audio Record a Student

- As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

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

Removing a Student Temporarily from the Classroom

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

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 25 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**.]

School Safety Transfers

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 David Manley for information. [See policy FDB.]
- [See **Bullying** on page 7, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See 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 Students with Disabilities on page 20 and contact Lea Dooley at 903-667-3756.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Lea Dooley at 903-667-3756.

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

Accommodations for Children of Military Families

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

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

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

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

Student Records

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

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

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

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

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

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 101 Maple, DeKalb, TX. 75559.

The address of the principals’ offices is 152 Maple, DeKalb, TX. 75559.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 26 and **Complaints and Concerns** on page 8 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.

The district’s policy regarding student records found at FL(LOCAL) is available from the principal’s or superintendent’s office or on the district’s Web site at <http://www.dekalbisd.net/>.

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

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the school-sponsored purposes.

For these school-sponsored purposes, the district would like to use your child’s name, address, telephone listing, e-mail address, photograph, date and place of birth, 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. 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 above.

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

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Richard Coleman at 903-667-2422.

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 until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

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

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

Failure to Comply with Compulsory Attendance

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; 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 a 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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Parent's Note after an Absence

When a student must be absent from school, 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.

Doctor's Note after an Absence for Illness

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

Driver License Attendance Verification

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

ACADEMIC PROGRAMS

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. [For more information, see page 7 of this handbook and policies at EIF.]
[See **Academic Counseling** on page 10.]

AWARDS AND HONORS

BULLYING

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

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

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in Agricultural Science and Technology, Business education, Health Science Technology, Technology Education and Trade and Industry. Admission to these programs is based on student interest, state requirements and career clusters/career interest.

The DeKalb Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed at central office. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or

may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

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

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

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

To determine class rank, total grade points shall be divided by the number of courses taken for which grade points are earned. Grade points shall be determined by multiplying the semester average in a course by the following difficulty factors:

*	Regular	1	*	Academic	1.1
*	Advanced	1.2	*	Honors	1.3

The top ten students with the highest grade point averages will be Honor Graduates. Honor Graduates must be in attendance at DeKalb High School for two (2) school years.

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

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.
- The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshmen.
- Students and parents should contact the counselor or Lea Dooley at 903-667-2422 for further information about automatic admissions, the application process, and deadlines.
- [For further information, see policies at EIC.]
-

CLASS SCHEDULES

Class schedules are mailed to students in July. All changes MUST be made prior to the first day of school.

COLLEGE CREDIT COURSES

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

Texarkana College Contact information: 2500 N Robison Rd. Texarkana, TX. 75599
903-832-5565

Texas State Technical College-Marshall Contact information: PO Box 1269
Marshall, TX. 75671
1-888-382-8782

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 and other electronic communications using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

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

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 vehicles owned or operated by the district.

Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. A student who uses a telecommunications device during the school day will have the device confiscated and brought to the principal's office.

1st offense – either \$15.00 fine or phone will be retained for 30 days. (Student may pick up phone)

2nd offense – either \$15.00 fine or phone will be retained for 40 days. (Parent must pick up phone)

3rd offense - either \$15.00 fine or phone will be retained for 50 days. (Parent must pick up phone)

4th offense – Student will serve a 3 day ISS placement and either \$15.00 fine or phone will be retained for 50 days . (Parent must pick up phone)

5th offense – Student will serve a 10 day TANK placement either \$15.00 fine or phone will be retained for 50 days. (Parent must pick up phone)

Cell phone usage on buses or in school vehicles will be up to the discretion of the driver and/or sponsor. Cell phone usage is discouraged while being transported in school vehicles as this can cause a distraction for the driver creating safety issues.

PRIOR to usage, students **MUST** ask permission from the driver or sponsor. Cell phones may only be used, after permission is obtained, to notify a parent and may not be used to text, create photos or participate in unnecessary conversations. Again, it is the responsibility of the student to **FIRST** check with the driver or sponsor, prior to any cell phone usage.

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

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

Other Electronic Devices

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

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

Inappropriate Use of Technology

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

Social Events

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

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

Prom Policy

Junior/Senior students may invite dates that do not attend DeKalb High School provided they meet the following standards:

- Age 19 or younger (no middle school students)
- Complete profile sheet, which includes parent signature.
- Positive reference check
- Profile sheet must be turned in to Junior/Senior sponsors (3) weeks prior to prom
- Agree to criminal check
- Valid driver's license

The principal reserves the right to make the final decision concerning prom dates.

Prom dresses must be one piece. Two piece dresses may not be worn. Dresses may not reveal your midriff and backless dresses may not be lower than your natural waist-line.

All class dues must be paid prior to the prom; this includes any 9th or 10th grader at DHS who may attend as a date. All class dues must be paid one month prior to prom.

There is also an additional date fee that must be paid along with the date profile.

DeKalb High School will provide transportation for any and all students. Parents/guardians are strongly encouraged to participate in this opportunity to transport their student. The DeKalb ISD will not be responsible for those who opt for other means of transportation.

Students who are in ISS, AEP, Suspended or Expelled may not attend the prom.

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—courses by mail or via the Internet—for credit toward high school graduation. A maximum of 2 credits may be earned through correspondence courses.

Permission to take a course or courses by correspondence must be obtained from the counselor and may only come through Texas Tech. These credits may be applied toward state or local graduation requirements. Summer School credits may be earned through an accredited high school summer school program approved by the counselor.

Students wishing to enroll in a college course during the school day must meet eligibility requirements and have prior principal approval.

[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 9 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or 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 sign up in the counselor's 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, homeschooling, correspondence courses, or independent study supervised by a teacher. The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The student should contact Lea Dooley for more information at 903-667-3756. A student will earn credit with a passing score of at least 90 on the exam.

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

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

DISCIPLINE MANAGEMENT PLAN

Purpose: The purpose of this code is to establish a system of prohibitions, penalties and correctional measures to deal with conduct that is inappropriate or detrimental to the educational process or jeopardizes the health, welfare or moral of students, teachers, staff, employees and community.

Definitions: The rule that a written offense is to be strictly defined or interpreted does not apply to this policy. The provisions of this code shall construe according to the fair import of their terms, to promote justice and affect the policy objectives.

Culpability: A student commits an offense if he/she intentionally, knowingly, recklessly or with negligence engages in conduct listed in the discipline management policy.

Classification of Offenses: Offenses are categorized according to the relative seriousness of the offense into four levels:

- Level 1 Teacher Intervention – referral to administrator
- Level 2 Administrative Intervention
- Level 3 Administrative Repeat Intervention
- Level 4 Central office Intervention

Cheating, Plagiarism and late work are usually handled with teacher intervention and result in a grade reduction.

Consequences

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on District transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. Within 300 feet of school property;
4. While the student is in attendance at any school-related activity regardless of time or location;
5. For any school-related misconduct, regardless of time or location
6. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
7. When the student commits a felony, as provided by Texas Education Code 37.006; and
8. When criminal mischief is committed on or off school property or at a school-related event.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker or backpack whenever there is reasonable cause to believe that it contains articles or materials prohibited by the District.

A school administrator will report crimes as required by law. A school administrator who suspects that a crime has been committed on campus will call local law enforcement.

The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

Each student is expected to:

- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignment to class
- Meet District and campus standards of grooming and dress
- Obey all campus and classroom rules
- Respect the rights and privileges of other students and of teachers and other
- District staff
- Respect the property of others, including District property and facilities
- Cooperate with and assist the school staff in maintaining safety, order and discipline
- Avoid violations of the Student Code of Conduct

Ordinary Punishment:

Category 1 - Minor classroom infractions will be in accordance with the teacher's classroom management plan.

Detention Hall (Lunch or Break) All other level one infractions and second infractions will be written notification to the administration, parental contact by the teacher, discretionary administration discipline action.

Category 2 - Punishment deemed appropriate by the administrator – shall not exceed 3 days of ISS, suspension, corporal punishment, or community service per infraction, (the third ISS placement or 9 days total within one semester shall result in AEP, TANK, or who have been suspended or expelled may not participate or attend any school related functions or be exempt from tests. Additional ISS days may be assigned by the ISS Director in coordination with the administrator, any change to ISS days must be coordinated with ISS Director and administrator.

Category 3 - Punishment as determined by the appropriate administrator, infraction may result in out of school suspension, AEP, expulsion or TANK.

Category 4 - Punishment as defined by Texas Education code and/or state law. This may include Expulsion, AEP placement, or notification of law enforcement, arrest or incarceration. DeKalb ISD operates a TANK program which in certain circumstances may be used as an onsite Disciplinary Alternative Educational placement.

Category 1 Offenses

disruptive behavior
misbehavior
littering

failure to dress for PE
throwing objects
public display of affection

disrespect to fellow students
student driving violations
gambling

tardies (after 5)
failure to work
dress code violation
failure to attend detention

unauthorized area violation
horseplay, running, scuffling
hall/cafeteria misbehavior
bus violation – minor

failure to follow instructions
incessant talking in class
insubordination

Category 2 Offenses

forgery
gross failure to comply
student driving violation
disruption out of class
coercion
bus violation
possessing or using matches or a lighter
possessing smoking, or using tobacco products
use of a proxy to bypass the school internet filter

excessive tardies (after 10)
disrespect to teacher/staff
student driving violation (major)
intimidation/harassment/bullying
rude/profane language/ gestures
leaving campus w/o permission

repeat violation of Category 1
throwing (dangerous object)
misrepresentation of facts
truancy
fighting – 1st offense
inappropriate touching
possessing or printing pornographic material

Category 3 offenses

gross disruptive behavior
vandalism
assault
illegally on campus (may result in law enforcement notification)
possession of fireworks of any kind, smoke or stink bombs or any other pyrotechnic device
rude/profane language/gesture to employee
defacing or damaging school property – including textbooks, lockers, furniture and other equipment - with graffiti or by other means
discharging of fire extinguisher
possession of any knife

repeat Category 2 violations
refusal to attend ISS/TANK
Misconduct while in ISS/TANK

threat to property or person
truancy
violent classroom behavior

discharging fire extinguisher
possessing or using matches or a lighter
possessing smoking, or using tobacco products
use of a proxy to bypass the school internet filter
making false accusations or hoaxes regarding school safety
forcing an individual to act through the use of force or threat of force
committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code (felony robbery or theft offenses are addressed later in the student code of conduct)
Engaging in harassment motivated by race, color, religion, national origin, disability, or age and directed toward another student or District employee.
Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or District employee
Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors directed toward another Student or District employee.
Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
Fighting – 2nd offense
Inappropriate Touching – 2nd offense

Category 4 Offenses

gang violence
bomb threat
arson
retaliation against school employee

felony criminal mischief
sexually explicit behavior
aggravated sexual assault

repeat Category 3 violations
non-school related felony
robbery
felony theft

use, possession or exhibition of a weapon
use possession, distribution, sale of drugs
use possession, distribution, sale of alcohol
false alarms or reports or a terroristic threat, including fire alarm
false accusations hoaxes regarding school safety
vandalism in excess of \$1500
Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person)
Inappropriate or indecent exposure of a student's private body parts
Possessing or selling seeds or pieces of marijuana in less than a usable amount
Possessing, using, giving, or selling paraphernalia related to any prohibited substance. Drug paraphernalia will be sent to law enforcement for identification.
Abusing the student's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug on school property or at a school-related event.
Behaves in a manner that contains the elements of an offense relating to glue or aerosol paint or relating to volatile chemicals.
Behaves in a manner that contains the elements of the offense of public lewdness
Behaves in a manner that contains the elements of the offense of indecent exposure

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 11.]

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 newspapers, and the yearbook, 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 5.]

Nonschool 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 nonschool 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 library as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

All 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 minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Students are not to wear rollers, bandanas, sweatbands, nylon stocking caps, do rags or elastic type headgear.
- No toboggans, caps, hats, earmuffs, sunglasses, headbands or scarves are permitted.
- All skirts, dresses, and shorts must be **knee length** (to the top of the knee). No skirt or dress shall have any slit higher than three (3) inches above the knee. Beachwear is not permitted.
- No articles of clothing or hair designs can have advertising for tobacco, alcohol or any prohibited substance. Students may not wear any article or clothing containing obscene, vulgar, profane or suggestive language or images. No gang related items may be worn.
- All shirts, tops, blouses must have sleeves. No visible cleavage or backless apparel is permitted. All shirts or blouses must exceed three inches below the student's natural waistline and cover/exceed the top of the jean, skirt, or short waistband.
- No visible undergarments.
- Trench coats are not permitted.
- No pocket watch chains, billfold chains, chain or spiked jewelry, or hair picks are permitted. Excessively large or baggy clothes should not be worn. Grooming in the classroom is not permitted.
- Visible body piercing will be limited to the ears. No eyebrow rings or nose piercing are permitted.
- Biking shorts or other tight fitting clothes are not permitted. No see-through clothing is permitted.
- No low rider pants, shorts or skirts are permitted.
- No nylon, silk, or rayon pajama pants will be allowed.
- No house shoes. No spurs are allowed.
- Jeans with rips/tears/holes must not exceed three inches above the top of the knee.
- Student mid-section must remain covered at all times.

The first infraction will result in the parent being called to bring the student clothing that is within the boundaries of our dress code. The second offense will result in ISS placement for one day. Further infractions will result in increasing the number of I.S.S. days and can result in a 30 day placement in DAEP.

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:

- 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. If a school holiday falls during this time, the student will not be allowed to participate in any competitions.
- 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 ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two 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.]

Standards of Behavior

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.

Offices and Elections

In order for a student to run for an office they must have paid all of their class dues and must perform a minimum of six hours of community service.

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 28.]
- 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 principal. [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	Grade 10 (Sophomore)
12	Grade 11 (Junior)
17	Grade 12 (Senior)

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what

circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

Students that make a grade below a 70 indicating an unacceptable level of mastery **WILL** be given the option to complete the assignment again in an attempt to have a grade of 70 recorded in the grade book. The student will be given three school days to complete the assignment. Any assignment completed a second time for a better grade cannot receive higher than a grade of 70. In grades 9–12, achievement is reported to parents as: Progress reports every 3 weeks and a report card every 6 weeks.

Numerical grades from 0-100 will be recorded on the report card for the subjects of Language/Written Composition, Reading, Spelling, Mathematics, Science, and Social Studies.

90—100 = A

80—89 = B

70—79 = C

69 and below = F

Incomplete = INC

Students enrolled in courses for dual high school and college credit will be subject to the grading system used by the college offering the course.

Grading Formula

Six Week Averages

Each daily assignment, test, quiz, and six weeks exam will have the same weight in figuring the six weeks average. If an assignment, test, or exam will be weighted higher than others (this includes counting the grade 2 or more times in the average) the students and parents will be notified in writing at the time the assignment is given. A minimum of eight grades from eight separate assignments must be used to calculate the average.

Semester Averages

The semester average will be calculated as follow:

$(1^{\text{st}}$ or 4th six weeks average x2) + (2nd or 5th six weeks average x 2) + (3rd or 6th six weeks average x 2) + semester exam grade)/7

. In the event a semester exam is not recorded, the semester grade will be the average of the 3 six weeks grades.

Daily Grades- Daily grades may be taken on any assignment that may be assigned to students. If a grade is to be recorded in the grade book for the purpose of obtaining an average for course credit, the student must be notified of the grade within seven (7) calendar days of the due dates of the assignment.

Tests, Quizzes, Pop Quizzes, etc.- If a grade is to be recorded in the grade book for the purpose of obtaining an average for course credit, the student must be notified of the grade within seven (7) calendar days of the due dates of the assignment.

HOMEWORK

Homework should not be excessive. Example:

.One paragraph to check writing skills rather than overnight 5 page research paper

.5 -10 math concepts to check mastery rather than 50

All homework assignments will count as one cumulative daily grade per six weeks.

Homework assignments shall be meaningful and an extension of classroom instruction that should be taken seriously by the students. The teacher shall examine and correct the homework. It shall be emphasized to the students that homework is a contributing factor in learning.

Homework deserves special attention to ensure its value in the learning process and to avoid frustrating the student, teacher, or parent. The assignment should serve as reinforcement of learning at the level of independent practice. The review or grading of the work should provide immediate feedback to the student and inform the teacher of students toward mastery.

Homework should take no more than thirty minutes per subject to complete for the average student. Homework will not be given to complete over a weekend, this includes study time for examinations.

Students in advanced courses may expect differentiated assignment that could require more time outside the classroom.

However, homework will not be given to complete over a weekend, this includes study time for examinations.

Reason for homework:

1. To expand, reinforce, enrich regular class work
2. To build interest in reading and learning.
3. To hold students accountable for work missed due to absence.
4. To encourage parent-awareness of student learning.
5. To provide an opportunity to pursue special interest or ability areas.
6. To increase learning time.
7. To establish independent study skills.
8. To complete work started in class.

Student responsibility in regard to homework:

1. Make sure he/she understands the homework assignment(s) before leaving school.
2. Take home all necessary homework and materials needed to complete the assignment(s).
3. Have an organized means of keeping and carrying homework to and from school.
4. Arrange for a place to work and have a regular time to study.
5. Schedule time for homework that is compatible with family and/or school activities.
6. Do homework with a minimum of parental help.
7. Do homework assignments as carefully and neatly as in-school work.
8. Complete homework on time and be sure it is turned in on time.
9. Budget time for long-term projects.
10. Be accountable for all required work that is missed due to absence

INCOMPLETE GRADES

Under extenuating circumstances, a student may be given an incomplete (INC) on a report card and receive additional time to complete assignments at the discretion of the teacher and campus principal. The time to complete all assignments may not extend more than two weeks beyond the end of the grading period for which the INC is recorded. If the student fails to complete the assignments in the additional time allotted, the teacher will average the grades that are present in the grade book and record the average on the report card.

UIL exemptions from the “No pass, no play” rule shall be made for designated honors, pre AP and AP courses. Such exemptions are limited as follows:

No course may have a numerical grade lower than 65.

Should any of the limitations be exceeded, the student will be ineligible under the “no pass, no play” rule.

AP/PRE-AP/HONORS

Students who score a 65 or below in any AP/Pre-AP/ Honors will be placed on academic probation for the following six weeks. Should the student again score 65 or below grades will be averaged to determine academic placement. Should the average grade be 69 or below student will be placed in regular academic classes.

Failure Policies:

- Each student receives 3-week grade reports to take home.
- All report cards with 69 or below will be duplicated and mailed to parents.
- If a student fails a class. The teacher must make verbal contract with parents-or have a conference before grades come out.

GRADUATION**Requirements for a Diploma**

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

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

Graduation Activities

Graduation activities will include:

- Senior Breakfast—June 1
- Senior Luncheon—June 1
- Baccalaureate—June 1
- Graduation Practice—June 1 –students who miss practice must pay a \$10.00 fine and must reschedule a practice time.
- Graduation—June 3

Graduation Speakers

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

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of

all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the Valedictorian and Salutatorian may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see STUDENT SPEAKERS on page 27.]

[See FNA (LOCAL).]

COURSE CLASSIFICATION AND GRADE POINTS

Honors

1.3 Weight

Honors English 1
 Honors English 2
 Honors English 3
 Honors English 4/College English
 Honors Biology
 Honors Chemistry
 Honors Geometry
 Calculus/College Calculus
 Pre Calculus/College Algebra
 Honors Algebra 2
 Public Speaking 1
 Honors US History/College History

Advance

1.2 Weight

Pre Calculus
 Practicum Health Science
 Physics
 Chemistry
 Physiology & Anatomy (Srs. Only)
 Spanish 3, 4
 Algebra 3
 Honors Art 4
 Concepts of Engineering
 Pharmacology/Pathophysiology
 Health Science
 Principles of Technology
 Robotics and Automation

Academic

1.1 Weight

English 1, 2, 3, 4
 IPC
 Biology
 Geometry
 Algebra 1
 Math Modeling
 US Government
 Economics
 World History
 US History
 World Geography
 Accounting
 Algebra 2
 Spanish 1, 2

Regular 1.0 Weight

Principals of AG Food
 Ag. Fabrications and Design
 Wildlife Fisheries Mgmt.
 Animal Science
 Ag Business Mgt. & Mkt.
 Personal Skills Dev.
 Food Processing
 Horticulture Prod.
 App Entomology
 Ag Sci. & Tech. Career
 Print & Image Tech
 Computer Tech
 Graphics Design & Illustration
 Art 1, 2, 3, 4
 Health Education
 Telecommunications and Networking
 Computer Programming
 Digital & Interactive Media

Principals of Law
 Court Systems and Practices
 Forestry & Wood
 Food Technology
 Soil & Plant Science
 Equine Science
 Landscape Design
 Adv. Animal Science
 Explore Aquaculture
 Computer Maint.
 Principals of Floral Design
 Practicum Ag. Food
 Ag. Profession Communication (speech)
 Theater Arts 1, 2, 3, 4
 PE
 Animation
 Construction Graphics
 English/Second Lang.

Ag Mechanics & Metal Tech.
 Law Enforcement 1
 Plant & Animal Prod.
 Ag Structures
 Small Farm Operations
 Ag Power & Mech.
 Horticulture Science
 Specialty Ag
 Ag Mechanics
 Adv. Print Image Tech
 Web Tech
 Adv. Graphic Design
 Practicum Graphic Design
 Band 1, 2, 3, 4
 Athletics
 Adv Audio/Video
 Research and Design

Office Practice may only be taken for one period and only one year in High School.

Certificates of Coursework Completion

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

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 16.]

Graduation Programs

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

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies	2.5 or 3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Locally required courses	2 credits in electives Prior to 2010/2011 1 elective credit 2010 there after		
Electives	7.5 credits (prior to 2010–2011) 6.5 credits (2010–2011 and thereafter)	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures
TOTAL	24 credits	26 credits	26 credits

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

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 CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

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 (LEGAL)]

State Scholarships and Grants

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

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 11.]

HEALTH-RELATED MATTERS

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/>.

School Health Advisory Council (SHAC)

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

Physical Fitness Assessment

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

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the 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. The first offense will be a 3 day ISS placement. The second offense will result in a 10 day TANK placement and the third offense will result in a 30 day DAEP placement. [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 central office. If you have any questions, please contact David Manley at 903-667-2566.

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 David Manley at 903-667-2566.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Stephanie Sparks, at 903-667-2566.

IMMUNIZATION

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Makeup Work Because of Absence

For any class that a student misses, 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 (not less than or to exceed the amount of time given to complete the original assignment). [For further information, see policy EIAB(LOCAL).]

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

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

DAEP Makeup Work

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

In-school Suspension (ISS) Makeup Work

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

MEDICINE AT SCHOOL

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

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

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

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

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

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, the DeKalb Independent School District 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: Please contact the superintendent David Manley at 903-667-2566.

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Please contact the superintendent David Manley at 903-667-2566.
- All other concerns regarding discrimination: See the superintendent David Manley at 903-667-2566.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 18.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

In grades 9-12, promotion shall be earned by course credit.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in 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 and policy EIF (LEGAL).]

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

Late Arrival to School

A student who is tardy to class by more than 5 times will be assigned to detention hall. Repeated instances of tardiness will result in ISS placement and truancy charges.

Tardy Policy

A student is considered tardy if he/she is not in their assigned seat when the tardy bell rings.

- 1—3 no action
- 4—Contact parent through mail.
- 5—1 day lunch detention—loss of semester test exemption
- 6—2 days lunch detention
- 7—3 days lunch detention
- 8—1 day ISS
- 9—2 days ISS
- 10—3 days ISS
- 11—10 day tank placement and truancy will be filed on student.

Lunch Detention

Lunch detention will meet at the beginning of the lunch period. Students who are late or miss will be assigned 2 additional days for their first infraction. The second time they are late or miss will result in the student being assigned ISS. The student will be required to complete their assigned days of lunch detention when they are released from ISS.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written 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 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the 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.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 11.]

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

KKYR	102.5 FM	K2RB	103.5 FM	KEWL	95.1 FM
KLLI	95.9	KCMK	7.40 AM		

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 7:45 a.m.

- Cafeteria (open at 7:35 AM)
- Pavilion I and II
- Tutorial Classrooms
- Library

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 Michelle Rawlston 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.

No cups or any other container may be removed from the cafeteria.

The Child Nutrition Department does not allow for charging of meals. If a student does not have money for meals they will be provided with a package of cheese, saltine crackers, and milk.

Our Nutrition Plan:

1. Prevents parents from bringing foods to share with children other than their own.
2. Teaching staff may not use Foods of Minimal Nutritional Value as rewards, teaching aids, or treats.
3. No food or drink can be sold in competition with school meals.

Meals may be prepaid by the day, week, or entire school year. All checks for meal payments must have a driver's license number and current telephone number on the check.

You can prepay for students in the following:

MIDDLE SCHOOL & HIGH SCHOOL

Breakfast	\$1.35
Lunch	\$1.85

Reduced

Breakfast	\$0.30
Lunch	\$0.40

Adult Prices

Breakfast	\$1.75
Lunch	\$2.75

Parents may prepay and check on their student's account balance at <http://www.txkisd.net/business/childnutrition/>.

Snack Bar

Snack bar is only for the middle school and high school. You will be able to prepay in Snack Bar.

CASH ONLY, NO CHARGING.

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

Library

The DeKalb High School Library is an interesting place to visit. The library has 10,200 copies of books, videos, reference materials, books-on-tape, and computers. The varied collection is very useful for the wide range of learners at De Kalb High School.

The library is open every day and maintained by Mrs. Mona Elrod and Mrs. Debbie Shumake.

Policies and Procedures

The library operates on a flexible schedule. Students are allowed to check out books anytime the librarian is in the library. Students may check out two books for two weeks at a time. Students will be charged \$0.05 per day for a late fee. Once the late fee reaches \$1.00, the student will be expected to pay for the book or return it before checking out another book. Students may recheck the book as needed to alleviate having late fees assessed. Students that have an overdue book may not check out another book until the book is returned or paid for. Reference materials may only be used in the library and are not to be checked out. Students must have a pass from their teacher to visit the library during tutoring or class time. The library is open for research, reading, homework, watching movies for class, and study time. The library is also open before school, after school, break and lunch for the same reasons. Access to the library during these times is limited to students that are working on projects, homework, need to do research or quite time for reading.

No food, drinks, or tobacco is allowed in the library.

Accelerated Reader

The library houses six computers that are used for the automated card catalog, research, databases and Accelerated Reader. Students read books on the AR List and then take reading comprehension test on the computer. Points are awarded based on the difficulty of the book. Students are only allowed to take AR test under the supervision of the librarian or their homeroom teacher.

VIDEOS

The library has a video library for classroom use. Some of the videos are rated PG-13 due to violence. If you object to your student viewing these please write a note on the paperwork that is to be turned in to the office.

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL). A list of these groups is available in the principal's office.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

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

Trained Dogs

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

Drug-Testing

Drug testing has been approved and will be implemented for all athletes and participants in extracurricular activities, including clubs and organizations.

Students selected for drug testing will have 60 minutes to produce a sample, after this time if no sample is produced the test will be considered "positive" and the student will be ineligible and follow the procedures for ineligible non-participation. The first positive outcome will result in the student being suspended from all extracurricular activities for 30 days and the student will automatically be tested in all subsequent drug tests. The second positive test finding will also result in a 30 day suspension from all extracurricular activities for 30 days. The third time the student tests positive they will be suspended from all extracurricular activities for 360 days as will any subsequent positive results.

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 29.]

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 Stephanie Sparks at 903-667-2566.

STEROIDS

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

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

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

STUDENT SPEAKERS

Students may be chosen to speak at school-sponsored events. The following provisions shall govern the eligibility, selection, and content requirements related to such student speakers.

All student speakers at school-sponsored events, including graduation ceremonies, shall be based on neutral criteria.

Certain students who have attained special positions of honor in the school, based on neutral criteria, have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor. Nothing in this policy eliminates the continuation of the practice of having these students address school audiences in the normal course of their respective positions. A student speaking at a school event may not engage in speech that is: Obscene, vulgar, or offensively lewd; Is materially and substantially disruptive of school activities or the rights of others; or advocates imminent lawless action and is likely to incite or produce such action, including violations of the Student Code of Conduct.

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

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

[See FNA (LOCAL)]

SUMMER SCHOOL

Summer programs are provided pending funding. Some programs may be offered at the expense of the parent/guardian.

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).]

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

TRANSFERS

[See **Other Parental Rights**, on page 5, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 4, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

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

Students may be permitted to take school-sponsored overnight trips for activities of school-sponsored or –sanctioned clubs or organizations and UIL or other sanctioned competitions. Approval for the trip shall be made by the Superintendent.

Students may be permitted to take out-of-state school-sponsored trips for activities of school-sponsored or –sanctioned clubs or organizations and other sanctioned competitions. Approval for the trip shall be from the Board.

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 George Proby 903-667-5091.

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

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

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

Equine Transportation

Equine transportation is not permitted on DeKalb ISD property.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. All visitors must have a valid state issued ID which will be run through a database providing the campus with an instant background check. Visitors who will not provide proper identification will not be allowed to remain on campus.

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.

Closed Campus

DISD has a closed-campus policy. A closed campus is considered vital to the security of students and staff. Students must stay on the school grounds from the time they arrive (even if the first period has not yet started) until dismissal time. Any area outside the fenced area or any area considered not under school control is considered off campus.

Closed campus also requires all visitors to report to the office prior to entering the campus. Violators are subject to criminal trespass charges.

Students wishing to leave for lunch may do so only if signed out by a parent. **NO PHONE CALLS OR NOTES WILL BE PERMITTED.**

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book 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.

DEKALB HIGH SCHOOL
2010-2011
BELL SCHEDULE

First Bell—7:45
1st period—7:50-8:35
2nd period—8:39-9:24
3rd period—9:28-10:13
BREAK—10:13-10:22
4th period—10:26-11:11
5th period—11:15-12:00
ACTIVITY—12:04-12:33
LUNCH—12:33-1:03
6th period—1:07-1:52
7th period—1:56-2:42
8th period—2:45-3:30

Pep Rally Schedule

1st period—7:50-8:35
2nd period—8:39-9:24
3rd period—9:28-10:13
BREAK—10:13-10:22
4th period—10:26-11:11
5th period—11:15-12:00
ACTIVITY—12:04-12:33
LUNCH—12:33-1:03
6th period—1:07-1:52
7th period—1:56-2:42
8th period—2:45-

2:50 –Release band and cheerleaders—all other students remain in 8th period.
3:00 we will call for the release of students and all teachers will report to the gym to
supervise their class.
Pep Rally 3:05-3:30

Early Release

1st period—7:50-8:15
2nd period—8:20-8:45
3rd period—8:50-9:15
4th period—9:20-9:45
5th period—9:50-10:15
6th period—10:20-10:45
7th period—10:50-11:15
8th period—11:20-11:40
LUNCH—11:40-12:10

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

