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PREFACE

To Students and Parents:

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

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

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

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

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student. Both students and parents should become familiar with the Iraan-Sheffield Independent School District *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to the parents, available in the principal’s office, and on the school’s website.

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 the counselor, or the principal.

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

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

[See **Obtaining Information and Protecting Student Rights** on page 11 and **Directory Information** on page 18 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://isisd.net>.

IRAAN-SHEFFIELD ISD GENERAL INFORMATION

BOARD OF TRUSTEES

- | | | |
|---------------------|----------------|-------------------------|
| • Margaret Holmes | President | Term Expires - May 2010 |
| • Basilio Ramirez | Vice-President | Term Expires - May 2012 |
| • Joe Rivas | Secretary | Term Expires - May 2010 |
| • Chico Banner | Board Member | Term Expires - May 2011 |
| • Jeffrey McMahan | Board Member | Term Expires - May 2010 |
| • Mickey Jack Perry | Board Member | Term Expires - May 2011 |
| • Lori Turk | Board Member | Term Expires – May 2012 |

The School Board meets the second Monday of every month at the Iraan-Sheffield Administration Office

ADMINISTRATION OFFICE (100 S. Farr Street, Box 486, Iraan, Texas 79744, 639-2512)

- Kevin Allen - Superintendent of Schools (Ext. 223)
- Lois Ann McKenzie - Administrative Assistant (Ext. 222)

BUSINESS OFFICE (100 S. Farr Street, Box 486, Iraan, Texas 79744, 639-2512)

- Mike Meek - Business Manager (Ext. 224)
- Shirley Hernandez – Finance Clerk (Ext. 225)
- Barbara Prieto – Payroll Clerk (Ext. 221)
- Missy Graham – Accounting Clerk (Ext. 226)

SHARED PERSONNEL (100 S. Farr Street, Box 486, Iraan, Texas 79744, 639-2722)

- James Jordan – Technology Coordinator (Ext. 262)
- Brenda Brooks – Nurse (Ext. 294)
- Debbie McMullan – Librarian (Ext. 2869)
- Sheree Ashman – Cafeteria Supervisor (Ext. 285)
- Jesse Medina - Maintenance Supervisor (Ext. 228)
- Javier Hernandez – Transportation Supervisor (Ext. 229)

Iraan High School Administration (Grades 9-12, 639-2722)

- Benny P. Hernandez – High School Principal (Ext. 230)
- Martha Toth - Counselor (Ext. 245)
- John Fellows- Athletic Director (Ext. 240)
- Lupe Rivas – High School Secretary (Ext. 231)
- Carrie Holmes – High School Attendance/PEIMS Clerk (Ext. 265)

Iraan Jr. High School Administration (Grades 6-8, 639-2722)

- Randy Doege – Jr. High Principal (Ext. 270)
- Melissa Hanna – Counselor (Ext. 296)
- John Fellows- Athletic Director (Ext. 240)
- Cathy Sellers – Jr. High Secretary (Ext. 271)

Iraan Elementary School Administration (Grades PreK-5, 639-2524)

- Blake Andrews – Principal (Ext. 290)
- Melissa Hanna – Counselor (Ext. 296)
- Juanita Green – Secretary (Ext. 291)

CAMPUS ALMA MATER

O, Iraan High, O, Iraan High
We sing your praise today.
To let you know where're we go
We are with you all the way.
We'll sing your worth
O'er all the earth
Of schools you are the best.
In books of fame, we'll write your name
O, I.H.S.

CAMPUS/DISTRICT WEBSITE

<http://isisd.net/>

TEXAS PLEDGE

Honor the Texas flag; I pledge allegiance to thee, Texas, *one state under God*, one and indivisible.

SECTION I:

REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Iraan-Sheffield 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: Kevin Allen, Superintendent of Schools, (432)639-2512 ext. 223.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Martha Toth, Counselor, (432)639-2722 ext. 245.
- All other concerns regarding discrimination: See the superintendent, Kevin Allen, (432)639-2512 ext. 223.

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 32 and **Academic Programs** on page 23.]

- 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 (432) 639-2722 ext. 231 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 58.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Martha Toth or Benny P. Hernandez.
- Participating in campus parent organizations. Parent organizations include: Iraan Booster Club and Big Red Band Booster Club.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Benny P. Hernandez at (432) 639-2722 ext. 230.
- 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 50.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

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.

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.

Displaying a Student’s Artwork and Projects

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

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 16.]

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.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;

- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district’s curriculum regarding human sexuality instruction:

The Board shall select any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) with the advice of the local school health advisory council. The instruction must:

- Present abstinence as the preferred choice of behavior for unmarried persons of school age;
- Devote more attention to abstinence than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, infection with HIV or AIDS, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence before marriage is the most effective way to prevent pregnancy, sexually transmitted diseases, and infection with HIV or AIDS; and
- Teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates, if instruction on contraception and condoms is included in the curriculum

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district’s SHAC. Please see the campus principal for additional information.

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 56 and policy EC(LEGAL).]

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.] [See **Bullying** on page 24, 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 the district's (LOCAL) policy on School Safety Transfer.]
- 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 the district's (LEGAL) and (LOCAL) policies on School Safety Transfers.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** on page 56 and contact Benny P. Hernandez at the High School (432) 639-2722 ext. 230 or Randy Doege at the Jr. High (432) 639-2722 ext. 270.

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 Benny P. Hernandez at the High School (432) 639-2722 ext. 230 or Randy Doege at the Jr. High (432) 639-2722 ext. 270.

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.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Martha Toth and may be contacted at (432) 639-2722 ext. 245.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 100 S. Farr Street, Box 486, Iraan, Texas 79744.

The address(es) of the principals’ offices are: 100 S. Farr Street, Box 486, Iraan, Texas 79744

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences**

on page 58 and **Student or Parent Complaints and Concerns** on page 29 for an overview of the process.]

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://isisd.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 the forms packet.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: all academic and extra-curricular activities.

For these specific school-sponsored purposes, the district would like to use your child's student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90

percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis? You should seek prompt medical attention.
- Where can you get more information?

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

SECTION II

INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Benny P. Hernandez at the High School (432) 639-2722 ext. 230 or Randy Doege at the Jr. High (432) 639-2722 ext. 270.

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]

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) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

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

Attendance for Credit

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

If a student attends less than 75 percent of the days a class is offered or has not completed 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 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC(LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student’s records for purposes of verifying 90 percent attendance for credit for the semester.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 32 of this handbook and policies at EIF.]

AWARDS AND HONORS

Student Awards

Special awards and scholarships are presented to deserving students at Graduation at the close of the school year.

Scholastic Awards

Outstanding student awards are presented in each teaching field during the second semester at the Tribes Awards Banquet.

BLACK-OUT DATES

Designated dates in which no other activity is scheduled except for the following activities listed below:

- District Cross Country Meet – October 28, 2009
- District Cross Examination (CX) Debate – February 3, 2010
- Zone One Act Play - March 25, 2010
- District Academic Meet – March 27, 2010
- District Golf – March 29 & April 8, 2010
- District One Act Play – April 1, 2010
- District Track – April 8, 2010
- District Golf – April 12, 2010
- District Tennis – April 13 & 14, 2010

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 Industrial Arts, Agriculture, Computers, Health Science, and Distance Learning. Admission to these programs is based on successful completion of pre-requisite courses in that particular field of study or passing scores on the Texas Higher Education Assessment (THEA).

Iraan-Sheffield 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 <http://isisd.net>. 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://sapr.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

Iraan High School students can graduate on one of three graduation plans:

- Advanced/Distinguished Achievement Program
- Recommended High School Program
- Minimum High School Program

All Students will be encouraged to take the Recommended High School Program or higher. Students who take the Minimum High School Program must have permission from the principal, counselor, and parent.

For calculating averages to determine final class rank the following steps will be taken:

- Student averages shall be based on graduation requirements (best 50 semester averages) for the specific plan.
- Classes included on each specific plan shall be averaged with the exception of courses taken for local credit. Classes taken for local credit may include TAKS classes or ACT/SAT tutorial classes.
- Advanced classes can be substituted for prerequisite classes
- Core courses taken in the eighth grade for high school credit shall count toward averages.

- Student’s averages for ranking will be computed at the end of the 11th grade, middle of the 12th grade, and the end of the 12th grade.
- A student shall be grouped according to his or her graduation plan. When determining class rank, a student under the Advanced/Distinguished Achievement Program shall be grouped first, a student under the Recommended High School Program shall be grouped second, and a student under the Minimum High School Program shall be grouped third.
- Student averages in each group will be placed in order from highest to lowest.

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 for further information about automatic admissions, the application process and deadlines. [For further information, see policies at EIC.]

Effective for the 2005–06 school year and thereafter, a student must have been continuously enrolled in the District high school for the four semesters preceding graduation to be eligible for valedictorian and salutatorian. A student graduating in fewer than four years shall be eligible for valedictorian and salutatorian.

A student must be under the Advanced/Distinguished Achievement Program to be eligible for valedictorian or salutatorian. If there are no students under the Advanced/ Distinguished Achievement Program in a particular class, then the two students with the highest averages under the Recommended High School Program shall be the valedictorian and salutatorian.

In case of a tie, the valedictorian shall be chosen according to the following criteria:

- The student with the most concurrent courses shall be considered first.
- If a tie still remains, the student with the highest numerical grade average of all concurrent courses taken shall be the valedictorian.

CLASS REGISTRATION

Listed below are the 2010-2011 registration dates, times, and location:

- | | | |
|-------------------------|--------------------------|---------------------|
| • January 11-14, 2010 | 8 th Graders | Tech. Center Lab #1 |
| • January 18-21, 2010 | 9 th graders | Tech. Center Lab #1 |
| • January 25-29, 2010 | 10 th Graders | Tech. Center Lab #1 |
| • February 8 – 11, 2010 | 11 th Graders | Tech. Center Lab #1 |

*All registration times will be from 5:00 – 7:00 p.m.

CLASS SCHEDULES

High School

Teachers Report	7:35 a.m.	5 th Period	11:49-12:31
1 st Period	8:00-8:45	Lunch	12:31-1:07
2 nd Period	8:48-9:33	6 th Period	1:12-1:59
3 rd Period	9:36-10:21	7 th Period	2:02-2:52
Activity Period	10:24-10:58	8 th Period	2:55 – 3:45
4 th Period	11:01-11:46	Day Ends	4:15 p.m.

Jr. High School

Teachers Report	7:35 a.m.	Lunch	12:03-12:33
1 st Period	8:00-8:45	6 th Period	12:37-1:22
2 nd Period	8:48-9:33	Activity	1:25-1:59
3 rd Period	9:36-10:21	7 th Period	2:02-2:47
Break	10:21-10:28	8 th Period	2:50-3:35
4 th Period	10:30-11:15	Day Ends	4:15 p.m.
5 th Period	11:18-12:03		

COLLEGE CREDIT COURSES

Iraan-Sheffield ISD will offer to all Seniors and Juniors the opportunity to earn college credit through the dual credit program. There is no fee for the classes; however, students interested in the college classes must meet IHS college criteria before permission is granted to enroll into the college classes. IHS College criteria is as follows:

- PreAP English II Prerequisite (if schedule permits)
- Pass all sections of the TAKS test
- Recommendation from 3 Teachers (teachers you've had in class)
- Teacher Committee Interview
- Pass the reading, writing, and math sections of the THEA

Fall 2009 Online Courses

English 1301 (M-F)
English 2322 (M-F)
History 1301 (M-F)
Government 2301 (M-F)
College Algebra (M-F)

Spring 2010 Online Courses

English 1302 (M-F)
English 2323 (M-F)
History 1302 (M-F)
Government 2302 (M-F)
College Speech (M-F)

General Information:

- Tuition and fees for qualified students enrolled in all dual credit college classes will be paid by Iraan Sheffield ISD as long as the student maintains a passing grade in each college course.
- Textbooks will also be provided by the district. Required textbooks will be checked out to each student and must be returned to the district at the end of the course. Lost or damaged textbooks are the responsibility of the student/parent and must be paid for according to the textbook policies set forth in the I.H.S. Student Handbook.
- The Iraan High School Student Handbook/Code of Conduct and any participating college/university policies will be followed for the class.
- Students must be in their seats in the assigned computer lab before the tardy bell rings each day. The I.H.S. tardy policy will be followed and consequences for excessive tardies include ISS Saturday School D-hall and/or ISS Saturday School.
- All students will be expected to log in to his/her course(s) and complete assignments on a daily basis.
- Computer access for each student will be confined to completing assignments for his/her assigned college course. Students will not be allowed to work on other high school class assignments and/or to browse the Internet, play games or otherwise be off task during their assigned college course period(s) of the school day.
- I.H.S. proctors will actively monitor each student's work on the computer. The assigned proctor will maintain a notebook for each student which includes the syllabus for the course, course calendar with due dates for assignments and hard copies of all assignments submitted by the student. Students will be expected to sign the notebook as daily assignments are completed.
- I.H.S. proctors will be allowed to access each student's online account through the participating college/university in order to make sure that all assignments are turned in, due dates met and a passing grade maintained in each course. In addition, parents will be allowed to access their child's online account through the participating university to check assignment completion, due dates and grades.
- Grades will be posted to each student's online account by the college/university professor. Final grades will be posted on the student's report card.
- Food, drinks and gum are not allowed in the computer lab.

Supplies:

- Students will be required to keep a notebook for each class. The course syllabus, calendar with due dates, notes, and handouts will be kept in this notebook.
- If students are required to turn in any assignments through email, they must carbon copy ("cc") their assigned proctor with the assignment. This is done to protect the student in case the college professor never receives the email. In most cases, if the proctor has a copy of the email showing the assignment was turned in on time, the student will not be penalized for late work.
- Students must backup all assignments by printing off a "hard copy" and storing each assignment in his/her notebook.

Consequences:

- All registration paperwork must be turned in to the high school office by stated deadlines, or the student may be dropped from the course.
- Punctuality and attendance to each class are mandatory. Students will be dropped from the course for excessive tardies and/or a total of nine absences per semester.
- Refusal to turn in assignments and/or turning in late assignments will result in the parent(s) being notified and may cause the student to be dropped from the course.
- Each student's grade average will be checked at the three week and six week mark of each nine week grading period. Any student failing at the three weeks will be advised to bring up his/her grade by six weeks or run the risk of being dropped from the course.
- Students who fail a course (69 or below for the semester) may only re-enroll to take additional dual credit college courses at the expense of the student or parent. [See policy EHDD (LOCAL)].

In addition to the programs offered by the district, Students in grades 9–12 may earn college credit from an institution of higher education that is accredited by any of the following regional accrediting associations:

- Southern Association of Colleges and Schools
- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Western Association of Colleges and Schools
- Northwest Association of Colleges and Schools

To be eligible to enroll and be awarded credit toward state graduation requirements, a student shall have the approval of the high school principal or other school official designated by the District.

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 or on the district's Web site at <http://isisd.net>.

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

COMPUTER RESOURCES

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

Students 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.

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. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with the following guidelines:

- The student shall be told the reason corporal punishment is being administered.
- Corporal punishment shall be administered only by the principal or assistant principal.
- The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
- Corporal punishment shall be administered in the presence of one other District professional employee and in a designated place out of view of other students.

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

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 shall have the device confiscated. The parent may pick up the confiscated telecommunications device from the principal for a fee of \$15.

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.]

Disciplinary action will be in accordance with the *Student Code of Conduct* [See **Possession of Telecommunications Devices or Other Electronic Devices**, page 7]. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices 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*. The district will not be responsible for any damaged, lost, or stolen electronic device.

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 and will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. Prior to enrollment in correspondence courses, a student shall make a written request to the principal or designee for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. All high school students shall be eligible to take correspondence courses and earn credit toward graduation.

A student may earn a maximum of six state-required credits through correspondence courses and may be enrolled in only one correspondence course at a time. The Superintendent or designee may waive limitations on an individual basis for extenuating circumstances. Credit toward state graduation requirements may be granted for correspondence courses only under the following conditions:

- The institution offering the course is The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the commissioner of education.
- The correspondence course includes the state-required essential knowledge and skills for such a course. [For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

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

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

Personal Counseling

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

may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should feel free to call on the counselor's office at any time during the school day. Before going to the counselor's office, however, the student is expected to report to his/her regularly scheduled class and gain permission of the teacher to visit the counselor's office. If any emergency arises, the student may go directly to 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 dates on which exams are scheduled during the 2009–2010 school year include:

Dates Scheduled:

- October 3, 2009
- November 7, 2009
- December 5, 2009
- February 6, 2010
- March 20, 2010
- April 18, 2010

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 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.

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 or on the district's Web site.

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, or another student is prohibited. 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 against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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 student might occur 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.

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 34.]

DISTANCE LEARNING

Credit toward state graduation requirements may be granted for distance learning courses only as follows:

- Students may earn course credit through distance learning technologies, such as satellite, Internet, two-way videoconferencing, and instructional television.
- The distance learning courses must include the state-required essential knowledge and skills for such a course.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, The Broadcaster, and the yearbook, The Rimrock, 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 18.]

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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal has designated the glass wall case in front of his office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNA.A.]

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

Non-school Materials...from others

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

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. To help maintain an appropriate educational atmosphere at school, students must present a personal appearance that reflects the educational purpose for which school exists. This purpose includes preparing students for employment, teaching the importance of rules and discipline, providing a safe environment, and minimizing disruptions during school. The school district recognizes that differences of opinion may exist as to dress and grooming issues and that the educators charged with enforcing these rules will be given reasonable discretion in enforcing these rules. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

All Students

- A dress code check will take place during the beginning of every class. Students in violation will be sent to the Principal or other Administrator.
- To avoid substantial disruption of the education process, apparel that contains inflammatory writing or graphics such as nudity, violence, satanic or obscene language will not be permitted. Students will not be permitted to wear clothing that suggests an affiliation or identification with groups that advocate unlawful activities including violence, drug, satanic, alcohol, or tobacco use.
- Apparel that advertises or depicts drug, alcohol or tobacco products is not permitted.
- Students may not wear clothing, which is modified to or displays writing or pictures that suggest or depict sexual activity.

- No hats or caps are to be worn in the academic buildings of the school. When appropriate, caps may be worn but only with the bill of the cap to the front. Hats and caps will be confiscated and not returned until the end of the school year if worn inappropriate or inside the academic buildings unless worn for medical purposes.
- Hairstyles or colors of a bizarre, disruptive or offensive nature are prohibited.
- Designs cut in hair are prohibited.
- Shirts may be worn untucked as long as the shirt is squared-off at the bottom and no part of shirt extends past the fingertips when arms are extended down the sides of the body.
- Shirts may not be worn if any of the student's midriff shows when the student's arms are raised above the head.
- No shorts may be worn during the school day other than during band or athletic periods.
- Pants/jeans may not be baggy or saggy or exceed four (4) inches of excess fabric at the thigh; this rule to be interpreted at the principal's discretion.
- All students must wear shoes, flip flops are not allowed.
- Students may not wear cut-off pants or swim suits.
- Students may not wear ragged apparel or clothing. Clothing worn that has unnecessary holes or cuts into the garment are not permissible including those worn with an undergarment beneath them.
- All pants, jeans, and skirts must be worn at the waistline.
- Students may not wear sun glasses or colored glasses that obscure the eyes and interfere with the ability to make eye-to-eye contact. They are permitted only as a medical requirement verified by a medical provider's written statement.
- Students are not allowed to wear see-through clothing.
- Tank tops and muscle shirts are not allowed. Undershirts are permitted only if covered by another non-underwear type shirt. Vests may be worn over sleeved shirts.
- Students are not allowed to wear tightly fitting tops or tops that expose the student's midriff or that have a low cut front, side or back.
- Form fitting shirts, blouses, pants and tights of any materials are not acceptable.
- Oversized jackets and long coats must be taken off upon arrival at school. This rule to be interpreted at the Principal's discretion.
- Grooming paraphernalia will be confiscated for six weeks if used in the classroom.
- Students in violation of the dress code will be given temporary appropriate attire from the office.

Female Students

- Earrings are permitted, but jewelry may not be worn in any pierced area of the body except the ear.
- Skirts, skorts and dresses may be worn no shorter than three inches above the knee cap. A 3x5 inch note card will be used to measure. Measurement will be done by a district employee of the same gender as the student.

- Capris or Capri style pants are permissible if the length is below the knees.
- Sleeveless blouses/dresses must be a minimum of three inches wide at the shoulder. No tank tops or spaghetti straps are permitted.

Male Students

- Sleeveless and/or mesh athletic-type jerseys must have a tee shirt worn underneath.
- Shirts must be buttoned.
- Loose fitting pants will be pulled to the waist and belted.
- Hair must be groomed and clean.
- Highlighting of boys' hair is prohibited.
- Cutting more than one part into the hair must result in the layer lengths having a difference of no more than two inches.
- Hair must be cut as not to touch the eyebrows in front or extend beyond the top of the collar of a standard shirt in back. Additionally boys' hair may not exceed the top of the ear. Hair may not be pinned, curled, or gelled up to avoid this rule.
- Sideburns may not be below the earlobe.
- Faces will be clean shaven. Students will serve 30 minutes detention for second and subsequent infractions. Detention will be served after school with the principal.
- Boys are prohibited from wearing ponytails, rattails, or mohawks.
- Facial and body ornaments/piercing of any type are prohibited. Item(s) will be confiscated for six weeks.

Special dress requirements may be imposed for activities that require a uniform dress pattern. These activities include athletics, band and other musical groups and/or special teams. Where dress and attire are deemed a factor in safety and accident prevention, such as shop classes, labs and activity classes, additional requirements may be imposed by the teacher or director of such activities. Aside from these situations, groups and/or teams, this dress code will be in effect for all school and school related activities.

It should be kept in mind that it is impossible to write a dress code policy that is inclusive of every type of situation that might arise. It is the discretion of the IHS Administration to interpret situations that are not specifically covered in the dress code policy and to make decisions as to whether or not an infraction has occurred.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences for pre-district competition and is allowed unlimited number of extracurricular absences for post-district 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.

A UIL eligible high school or junior high student may not be allowed an extracurricular absence in a core class (English, Social Studies, Math, and Science) in which the student has a grade below 70 on the day of the activity. The principal will determine if the student is progressing at a rate that is satisfactory to be cleared to miss class and travel or participate as usual. Once the principal has determined the student is passing then a grade check will not occur again until the next three week progress report or report card. This provision shall not conflict with UIL eligibility. The UIL grade check determines if eligibility has been gained or lost. The principal grade check determines if class can be missed to participate or travel and if eligibility for UIL events has been regained.

Grade Check Schedule

Grades on the student's progress report and report cards shall be checked as follows:

- Fall semester

1st Nine Weeks

- Sept. 11th – 3 Week Progress Report
- Sept. 14th, 21st, & 28th – Principal grade check (core classes)
- Oct. 2nd – 6 Weeks Progress Report (UIL eligibility gained/lost)
- Oct. 5th, 12th, & 19th - Principal grade check (core classes)
- Oct. 23rd – 9 Weeks Report Card (UIL eligibility gained/lost)

2nd Nine Weeks

- Nov. 13th – 3 Week Progress Report (UIL eligibility gained/lost)
- Nov. 16th, 23th & 30th - Principal grade check (core classes)
- Dec 4th – 6 Week Progress Report (UIL eligibility gained/lost)
- Dec 7th & 14th - Principal grade check (core classes)
- Dec 18th – 9 Week Progress Report (UIL eligibility gained/lost)

Spring Semester

3rd Nine Weeks

- Jan. 22nd – 3 Week Progress Report (UIL eligibility gained/lost)
- Jan. 25th, Feb. 1st & Feb 8th - Principal grade check (core classes)
- Feb. 12th – 6 Weeks Progress Report (UIL eligibility gained/lost)
- Feb. 16th, 22nd, Mar. 1st, Mar 8th - Principal grade check (core classes)
- Mar. 12th – 9 Weeks Report Card (UIL eligibility gained/lost)

4th Nine Weeks

- Apr. 9th – 3 Week Progress Report (UIL eligibility gained/lost)
- Apr. 5th, 12th, & 19th - Principal grade check (core classes)
- April 30th – 6 Week Progress Report (UIL eligibility gained/lost)
- May 3rd, 10th, & 17th - Principal grade check (core classes)
- May 27th – 9 Week Progress Report

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. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 62.]

Offices and Elections

Student organizations are available giving all students an opportunity to participate. Their purpose is to develop social life and citizenship and aid the student in developing a more active life. Student organizations will meet before or after school, as decided by the sponsor and/or membership, but under no circumstances will a student organization meet without the presence of the sponsor. Books for recording minutes of class meetings will be furnished by the school. Class sponsors will be custodians of the class minutes. The following student organizations are currently organized at the Iraan Jr./High Schools:

- Sr., Jr., Soph., & Fresh Class Organizations
Each class has a president, vice president, secretary and treasurer. These officers conduct class meetings following parliamentary procedure. The president is the presiding officer and the vice president takes his place in case of the president's absence. The class secretary keeps a record of each meeting. The treasurer is responsible for financial records. In order to be elected as a class officer, candidates must be passing all subjects at the time of the election.
- FFA
Members of FFA must have completed or be currently enrolled in Vocational Agriculture. The annual livestock contest for FFA is held in January of each year. In the spring, there will be a FFA Banquet honoring the parents and the students who participated in FFA during the year
- National Honor Society
Only students enrolled in Grades 11 and 12 will be eligible for consideration. The student's leadership, character and service will also be considered. Membership will be selected from

qualifiers by the Faculty Council. Members must maintain a 90.0 grade average and be pursuing a distinguished or recommended diploma. One semester probation on grades will be granted to any student. A student who is formally removed may not be readmitted. Induction ceremony will take place during the first nine weeks of the school year.

- Student Council

Iraan-Sheffield ISD strives to develop leadership abilities in students, promote democracy as a way of life, and establish and uphold high standards for local councils. A student council is defined as “a group of elected and volunteer students working together with an adult advisor, within the framework of a constitution, to provide a means for student expression and assistance in school affairs and activities and give opportunities for student experience in leadership while encouraging school activities that promote citizenship, scholarship, leadership, human relations and cultural values.”

Procedures and Guidelines

Each middle school and high school program must have the following components in place to insure consistency, maintain program standards, and create equal opportunity for all students:

- A sponsor/advisor, selected by the Principal, who is committed to youth leadership development, promotion of citizenship and the ability to devote the necessary time and energy to ensure the success of the council.
- Each campus will elect the following student body officers (executive officers) by a school-wide vote: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Reporter/Historian. Students running for the office of President must have served successfully on the council the preceding year.
- Student’s names will appear on the ballot upon successfully completing the application packet.
- Each campus will also elect 2 class representatives. Student’s names will appear in the ballot upon successfully completing and returning the candidate application packet. The sponsor and campus Principals will determine class officer elections.
- Each student that turns in a completed application/candidate packet will be placed on the ballot in alphabetical order.
- Students will be elected that have the most votes. A run off will only take place if there is an exact tie. Only one student may hold an executive office position for each office.
- All ISISD candidates must sign and have a parent sign the Code of Conduct Form before the student’s name is placed on the ballot.
- Teacher recommendations may be part of the candidate packet but cannot be used in a “scoring, screening” process. Election will be completed in one day with results posted the following school day.
- The Student Council sponsor and campus Principal will decide on the election timeline and campaign. Campus may require candidate to obtain 25 signatures by classmates that endorse their candidacy.

- All students must have access to the candidate packet. Packets should be made available during all lunches as well as before/after school in a “common” area (not a teacher classroom).
- To simulate “real life” voting, students may vote during all lunches as well as in the morning in a “common” area. All voting must occur in one day. Results must be posted the following school day. If a campus runs for a TASC office, the sponsor will decide the student who will represent the school in that capacity.
- Class and Extracurricular Offices and Election Guidelines

It is recommended that any student who wishes to run for office, participate in athletics, UIL events, or participate in any other extracurricular activities must be passing all subjects at the time of try-outs or selections. The student must also maintain passing grades in all classes. This applies to the preceding semester as well as the present. Each must remain eligible according to UIL eligibility rules during his/her one-year school term of office. Upon ineligibility, an officer will be appointed by a committee of teachers and administrators.

Students who are elected to offices and positions of leadership at Iraan High School are expected to be outstanding in leadership, character, and service. School leaders must obey all school rules and regulations and must exhibit high standards of character and leadership at all times. All elections in situations referenced above will be conducted under the following guidelines:

- The election will have prior approval of the campus principal.
- Ballots will be numbered consecutively.
- No more ballots will be printed than the number of possible participants.
- To simulate “real life” voting, students may vote during all lunches as well as in the morning in a “common” area.
- All voting must occur in one day.
- Officers are elected by a majority vote.
- Ballots will be counted by the principal or designee in the presence of at least one district employee.
- Results must be posted the following school day.
- Ballots will be retained in a secure place until the end of the semester and then destroyed.
- Sponsors who have children involved in a student election will ask the principal to designate another employee to conduct the election.

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 65.]
- 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 campus 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 campus principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GRADE CLASSIFICATION

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

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

In grades 3-12, achievement is reported to parents as at the end of each nine-week reporting period. Parents/guardians of students who are in danger of failing for the period will receive a report on Wednesday following the third week.

- Grading Policy

Communication between a child's school and the home is essential so that the school and home may work together to provide the best instructional environment. Regular reports of academic status and scheduled parent/teacher conferences serve this purpose.

Nine-week grades shall reflect the averages of 1 to 2 grades per week with a minimum of 15 daily grades per nine weeks and 1 major grade every two weeks with a minimum of 4 major grades per nine weeks. Daily grades are defined as guided and/or independent practice in class and may or may not, include independent practice done at home. Major grades are defined as nine-week tests, unit tests, special projects, book reports, oral reports, etc.

Nine-week tests are to be given at the option of the teacher. If given, the grade will be considered as a major grade. Re-testing is done at the option of the teacher. If allowed, all students may choose to retest and average the two grades. Re-testing should be done within two weeks after the return of the first graded papers.

At the Secondary Level the average of daily work shall count 45% and the average of major grades shall count 55% when calculating the nine weeks grade.

An **example** would be:

$$\text{Daily average of } 92 \times 45\% = 41.4$$

$$\text{Test average of } 84 \times 55\% = 46.2$$

$$\text{Nine week grade} = 87.6 (41.4 + 46.2)$$

$$\text{Grade on the report card} = 88$$

In the Secondary Level, the semester grade will be determined by counting the semester test 20% and the two nine week averages 80%.

- Academic Load

Full time students shall take a full course load each year. Schedules are expected to maintain a balance between academic and activity courses; generally, this will include units in English, Mathematics, Science, Foreign Language, Social Studies, and Career and Technology subjects.

- Semester Exam Exemptions

Student will be able to exempt classes in which they have a 95 or above average and no more than 4 absences. They will also be able to exempt classes in which they have a 92 average with no more than 3 absences. For exemption purposes, any absence excused or unexcused is counted towards exemption. Medical excuses are not counted towards exemptions as long as the student submits the medical excuse to the office the following school day. If a student has more than 5 tardies in their combined classes, they would lose all exemption privileges. Students would be limited to the following number of exemptions.

- Seniors – up to 8 exemptions per semester
- Juniors – up to 6 exemptions per semester
- Sophomores – up to 4 exemptions per semester

Semester exemption will be honored upon mastery of practice TAKS assessment(s) in the Fall and TAKS assessment(s) in the Spring for the particular discipline. Exam exemptions provided to all students who master all sections of the TAKS exam.

All classes taught at Iraan High School will be eligible for exemption. Students may waive their exemption in any class if they want to take the exam.

- **Grading Scale**

The grades at Iraan High School and Iraan Junior High School are numerical. The grade of 100 is the maximum grade and 70 is the minimum passing grade.

- 100-90 = The equivalent of A
- 89-80 = The equivalent of B
- 79-70 = The equivalent of C
- Below 70 - The equivalent of F

- **Grade Point System**

Effective for school year 2005–06 and thereafter, the following courses shall carry a weight of greater than 4.0:

1. College classes transferable to a 4 year institution – 6.0
2. Calculus - 6.0
3. Pre-Calculus - 5.0 or 4.0
4. Physics - 5.0 or 4.0
5. Spanish IV - 5.0
6. Technology classes beyond BCIS I - 5.0

GRADUATION

Requirements for a Diploma

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

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

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if 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).]

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

Minimum High School Program (MHSP)- 25 credits

- English Language Arts (4 credits) – I., II., III., & IV.
- Math (3 credits) – Algebra I., II., & Geometry
- Science (2 credits) – Biology, IPC, Chemistry
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Gov't
- Free Enterprise (.5 credit) – Economics
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Electives (7.5 credits) - Ag., Woods, Metals, Technology

Recommended High School Program (RHSP) - 25 credits

- English Language Arts (4 credits) – I., II., III., & IV.
- Math (3 credits) – Algebra I., II., & Geometry
- Science (3 credits) – Biology, Intergrated Physics & Chemistry, Chemistry, Physics
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Gov't
- Free Enterprise (.5 credit) – Economics
- Language other than English (2 credits) – Spanish I., II.
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Fine Arts (1 credit) – Band, Theatre Arts
- Electives (3.5 credits) – Ag., Woods, Metals, Technology

Distinguished Achievement Program (DAP) - 25credits

- English Language Arts (4 credits) – I., II., III., & IV., MC 1301, 1302, 2322, 2323
- Math (3 credits) – Algebra I., II., Geometry, PreCalculus, MC Algebra
- Science (3 credits) – Biology, Intergrated Physics & Chemistry, Chemistry, Physics
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Government, MC History 1301, 1302, MC Government 2301, 2302
- Free Enterprise (.5 credit) – Economics
- Language other than English (3 credits) – Spanish I., II., III.
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech, MC Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Fine Arts (1 credit) – Band, Theatre Arts
- Electives (2.5 credits) – Ag., Woods, Metals, Technology

*Advance Measures – student must complete 4 semesters in the college classes with a grade letter of “B” or better to meet the DAP requirement

*MC denotes Midland College classes

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

Minimum High School Program (MHSP)- 25 credits

- English Language Arts (4 credits) – I., II., III., & IV.
- Math (3 credits) – Algebra I., II., & Geometry
- Science (2 credits) – Biology, IPC, Chemistry
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Gov’t
- Free Enterprise (.5 credit) – Economics
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Electives (7.5 credits) - Ag., Woods, Metals, Technology

Recommended High School Program (RHSP) - 26 credits

- English Language Arts (4 credits) – I., II., III., & IV.
- Math (4 credits) – Algebra I., II., Geometry, PreCalculus, Calculus
- Science (3 credits) – Biology, Intergrated Physics & Chemistry, Chemistry, Physics
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Gov’t
- Free Enterprise (.5 credit) – Economics
- Language other than English (2 credits) – Spanish I., II.
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Fine Arts (1 credit) – Band, Theatre Arts
- Electives (3.5 credits) – Ag., Woods, Metals, Technology

Distinguished Achievement Program (DAP) - 26credits

- English Language Arts (4 credits) – I., II., III., & IV., MC 1301, 1302, 2322, 2323
- Math (3 credits) – Algebra I., II., Geometry, PreCalculus, MC Algebra
- Science (3 credits) – Biology, Intergrated Physics & Chemistry, Chemistry, Physics
- Social Studies (3.5 credits) – W. Geography, W. History, US History, Government, MC History 1301, 1302, MC Government 2301, 2302
- Free Enterprise (.5 credit) – Economics
- Language other than English (3 credits) – Spanish I., II., III.
- Physical Education (1.5 credits) – P.E., Athletics
- Health Education (1 credit) – Intro to Health Science
- Communications (1 credit) – Speech, MC Speech
- Technology (1 credit) – BCIS I., BCIS II., Desktop, Multimedia
- Fine Arts (1 credit) – Band, Theatre Arts

➤ Electives (2.5 credits) – Ag., Woods, Metals, Technology

*Advance Measures – student must complete 4 semesters in the college classes with a grade letter of “B” or better to meet the DAP requirement

*MC denotes Midland College classes

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

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

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

Graduation Activities

Students shall meet all state and local graduation requirements, including all applicable exit-level testing, to be eligible to participate in commencement activities and ceremonies. [See EI, EIF]

Graduation activities will include:

- Required attendance at rehearsals and commencement.
- At commencement exercises, graduating students are expected to dress and act appropriately for a dignified ceremony. No shorts, flip flop sandals, tee shirts, etc. will be permitted. For males, a collared shirt and dark pants must be worn under the commencement robe. For females, dresses or skirts should be worn. In addition, the normal Iraan High School dress code will be followed.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are ranked in the top five positions 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 56.], [See FNA(LOCAL).]

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 36.]

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 27.]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

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

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

For additional information on the district’s requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district’s School Health Advisory Council held four meetings. Additional information regarding the district’s School Health Advisory Council is

available from the nurse. [See also policies at BDF and EHAA.] [See Removing a Student from Human Sexuality Instruction on page 7 for additional information.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the athletic director 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 campus principal. [See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the principal’s office. If you have any questions, please contact Jesse Medina at (432) 639-2722 ext.330.

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 Jesse Medina at (432) 639-2722 ext.330.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Lois Ann McKenzie, at the Administration Office (432) 639-2512 ext. 222.

HOMEWORK

Because education is a lifelong process which extends beyond the school, it is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home.

Students are to follow the teacher’s classroom homework policy and assignments are to be turned in on the due date requested by the teacher unless arrangements have been made with the teacher. Students choosing

not to submit required assignment(s) on the due date will be assigned to Saturday ISS. The assignment will be completed in a satisfactory manner during Saturday ISS and the student will receive a 50 for the assignment.

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 FL(LEGAL) and GRA(LEGAL).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A **student** will be responsible for **obtaining and completing** the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

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

Psychotropic Drugs

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

An Odyssey Ware credit recovery program will be implemented as needed from 4:00 – 5:30 p.m., Monday through Thursday in the high school reading lab. Students attending the credit recovery program will adhere to the rules and regulations of the program and the student handbook. [See **Requirements for a Diploma** on page 36.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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

As soon as possible after admission and within a period set by rule, a student required to be screened shall undergo approved screening for vision, hearing disorders, type 2 diabetes, and abnormal spinal curvature and any other special senses and communication disorders specified by the Texas Department of State Health Services (TDSHS).

Except for students enrolled in kindergarten or first grade, the District shall exempt a student from screening if the student's parent or legal guardian submits proof that the student's vision and/or hearing has been screened within the prior reporting year. Proof of vision and hearing screening upon initial enrollment must be submitted to the District by the dates for screening upon enrollment. Proof for all other students must be submitted by May 31.

The Superintendent shall ensure that each student admitted to the District complies with the screening requirements or submits an affidavit of exemption.

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The minor student's parent, managing conservator, or guardian must submit an affidavit stating the objections to screening. This affidavit shall be submitted on or before the day of the screening procedure each year the screening is performed.

Each school shall submit to the Texas Department of Health an annual report on the screening status of the individuals in attendance during the reporting year and shall include in the report any other information required by the Board of Health.

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. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 8.]

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.]

PRAAYER

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, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. 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 1-5, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

In grades 9-12, grade-level advancement for students shall be earned by course credits. Students who do not demonstrate mastery of a segment of the state-assessment test must exercise one of the following options:

- Enroll in extended-year classes for 20 days for four hours per day
- Register for an accelerated instruction (noncredit) course in lieu of an elective during the next regular term until mastery is demonstrated.

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 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment 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 assessments in English.

Parents of a student in grades 3–8 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

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 or superintendent 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.

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 9 weeks.

During the fourth and seventh week of a nine-week grading period, parents will be given a written progress report of their child's performance in all courses taken during the semester. 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 10 for how to schedule a conference.]

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 5 days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 34.]

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, the district will purchase low-cost accident insurance that would help parents 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

What To Do In A Tornado Alert:

- Carry a book with you, if possible.
- Open classroom windows and hall doors if time permits.
- Go out immediately to your designated area.
- Sit down with back against the wall, pull knees against the chest, place your head down with possibly a book held on top of the head for protection.
- If in one of the classrooms, go out in the hall and follow the above procedure. CAUTION: Do not go to areas where there is a lot of glass.
- Stay away from any glass area.

Teachers will go over the Tornado Alert Plan with their students. The students need to know where to go and what to do in case of a tornado drill or definite tornado warning. Ringing of the school bell for more than thirty seconds continuously would indicate a tornado warning.

Should weather conditions warrant action, the warning will be announced over the school public address system, or the city sirens may go into a prolonged wail. Students, teachers and other school personnel should be well informed on the Tornado Safety Rules that are printed by the Texas Department of Public Safety. Copies will be made available to you.

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

The Iraan-Sheffield Independent School District has taken measures to ensure that emergency procedures are effective and can be implemented on short notices and that will ensure safety for students and school personnel.

The Superintendent shall have the authority to dismiss school for a part of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. Bad weather closure will be broadcast on the Midland/Odessa radio and television stations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval of a revised annual calendar as soon as practicable.

During actual emergency conditions, students and faculty shall be retained at the school building unless otherwise directed by the Superintendent or a designee, and Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school. Principals shall conduct fire, tornado, or other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available.

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school, beginning at 7:30 a.m.

- cafeteria
- fieldhouse
- high school snack room

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 meals daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Sheree Ashman, Food Service Director, to apply.

Meal prices for the school year are as follows:

<u>Breakfast(reduced)</u>	<u>Breakfast (full)</u>
K-5 -----\$0.30	K-5 -----\$0.50
6-12-----\$0.30	6-12-----\$0.50
	Staff-----\$1.50
<u>Lunch (reduced)</u>	<u>Lunch(full)</u>
K-5 -----\$0.40	K-5 -----\$0.75
6-12-----\$0.40	6-12-----\$1.00
	Staff-----\$3.00
	Visitors---\$3.00

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 library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library has a varied collection of books as well as other materials. Opportunities for enjoyment and research are offered. In order that the library may be of use to a large number of students, there are a few rules and regulations that must be observed. Each student is requested to study and observe the following rules when using the library.

- The library will be open from 8:00 until 4:00 each school day

- A pass signed by a teacher is required for entrance into the library. The pass must state the reason for coming into the library. This pass should be left at the desk while the student is in the library.
- Students using the library should secure permission from the librarian to leave the library for any reason other than to return to their classes. To return to their classes, students should pick up their passes at the desk and have them signed by the librarian or assistant librarian.
- Students are urged to learn how to use the library tools and to find things for themselves. In case of difficulty, they should ask the librarian for help.
- Students will help to build a better library for themselves and for those who will follow by taking proper care of all books and materials issued to them.

Failure to comply with these rules will be dealt with by Administrative discretion.

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.

The Iraan-Sheffield Independent School District does not condone the violation of transportation laws; therefore, all students that bring a vehicle on campus will be required to submit a copy of their driver's license to the office within the first 5 days of school. Students are required to park in the student parking lot in front of the high school and legally park between 2 yellow lines. All students are to control the speed of their vehicle and to drive safely while on school grounds. Failure to do so, is

a violation of the Student Code of Conduct, and may result in loss of temporary/permanent parking privileges. Iraan-Sheffield Independent School District is not responsible for theft or damage to vehicles parked on school parking lots. [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

The Iraan-Sheffield Independent School District desires to be a positive force in the lives of the young people of Iraan, Sheffield, and Eastern Pecos County. This responsibility goes beyond the classic understanding of an academic education and extends to management of behavior, development of life skills, and an understanding of the legal and health ramifications of the illegal use of drugs and alcohol.

The Board of Trustees has approved in principle the implementation of a drug testing policy during the 2002-2003 school year. All students involved in extra-curricular activities in grades 9 through 12 will be tested. Students who have not been or refuse to be tested will not be eligible to participate in extra-curricular activities.

A baseline test will be performed on students who want to participate in extra-curricular activities beginning the 2004-2005 school year. Random drug testing will occur throughout the school year. As many as 15% could be randomly tested at any given time. [For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 56.]

SPECIAL PROGRAMS

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

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

The district provides students the opportunity to introduce the following school event:

- Graduation Ceremony

Students are eligible to introduce these events if they are the valedictorian, salutatorian, or ranked 3rd, 4th, or 5th in their respected senior class. A student who is eligible and wishes to introduce one of the school events listed above 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

The School District will make every effort to offer classes in the summer to those students being recommended to attend summer school.

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).]

TARDINESS

A student who is tardy to class by more than 5 minutes will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

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 **Requesting Transfers for Your Child** , on page 15, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 15, 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, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Jesse Medina at (432)639-2722 ext.228.

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.

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.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

On High School Career Day, Iraan-Sheffield Independent School 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 and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

GLOSSARY

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