

SPUR
Independent School District
2011-2012
Student Handbook



Reviewed by the Spur ISD Board of Trustees
June 28, 2010

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PURPOSE AND ORGANIZATION

The purpose of this Student Handbook is to give SPUR ISD students and their parents an understanding of the general rules and guidelines for attending and receiving an education in our schools.

The Handbook is organized in the following sections:

- Required Legal Notices and Information
- General Information about Admission, Attendance, and Conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

When the Handbook uses “we” or “our,” it means the school district and/or school administrators. When the Handbook uses “you” or “your,” it means the parent, legal guardian, or person who has accepted responsibility for a student, at least in regard to school matters. From time to time, the Handbook will use more general terms, such as “parents” and “school officials.” Regardless of the particular terminology, our intention is to speak directly to you as the adults who are responsible for working with

us, the school officials, to make your children’s experience with the Spur public schools a positive educational experience.

The Student Handbook has been developed by school district administrators with assistance of teachers, students, and parents. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted school board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy and may request guidance from the Board of Trustees.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.


ACKNOWLEDGEMENT

Dear Student and Parent:

The Spur Independent School District provides this Student Handbook to parents and students to provide you with information about the general rules and guidelines for attending and receiving an education in our schools.

We urge you to read this publication thoroughly and to discuss it among your family. If you have any questions about the information here, we encourage you to ask for an explanation from the student’s teacher, the school counselor, or campus administrator.

The student and parent should each sign this page on the space provided below, then return the page to the student’s school. Thank you.

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We acknowledge that we have received the SISD Student Handbook for the 2011-12 school year, and that we are responsible for reading and understanding the information contained here.

Student’s Name: _____

(Please print)

Student’s Signature: _____ Date: _____

Parent’s Name: _____

(Please print)

Parent’s Signature: _____ Date: _____

School: _____ Grade Level: _____

REQUIRED LEGAL NOTICES

Nondiscrimination: Spur ISD does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973 as amended. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator for the school district is Earl Jarrett, whose office is located at 800 N. Williams and who can be reached by telephone by calling 271-3272.

The Section 504 Coordinator for the school district is Jody Cabler, whose office is located at 800 N. Williams and who can be reached by telephone by calling 271-4531.

Homeless Liaison and Title I Participants

Lea Howell is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Mrs. Howell at 27-3385.

Mrs. Howell is our Parent Involvement Coordinator who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Mrs. Howell at 271-3385.

Family Educational Rights and Privacy Act: The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or other people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and any other person with whom the child resides and who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and obtain a copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or obtain a copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8 a.m. to 4 p.m., and someone will be available to answer questions about the records.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. **Under no circumstances can students or parents use this process to challenge a grade recorded for a student.**

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. **However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:**

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district may disclose education records to a contractor, consultant, volunteer, or other person who is performing services for the district, who is under the district's control related to the use of the records, and who has complied with district limitations on the re-disclosure of personally identifiable information from education records.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the DIRECTORY INFORMATION notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.
- The district will release educational records to "school officials," meaning any employees, trustees, or agents of the district, including persons employed in shared services arrangements or cooperatives of which the district is a member, school volunteers, parents or students serving on official committees, and the district's legal counsel, who have a "legitimate educational interest" in the

records, meaning they are persons who work directly with your child at school or any school activity, including officials involved in disciplinary or academic decisions affecting your child directly, persons who are compiling statistical data for the district, who are reviewing such records to fulfill their employment responsibilities, or who are investigating or evaluating district programs.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. You may also view or download the policy (coded FL (LEGAL) and (LOCAL)) from the District's online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

DIRECTORY INFORMATION

(INCLUDED IN STUDENTS REGISTRATION PACKET)

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.

If you do not want Spur ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within five days of enrollment.

Spur ISD has designated the following information about your child as directory information: name, address, telephone listing, school e-mail address, photograph, degrees, honors, awards received, date of birth, place of birth, major field of study, dates of attendance, grade level, most recent school attended, security recordings unless used to impose discipline, participation in officially recognized activities and sports, height & weight of members of athletic teams.

If you DO NOT want us to release ANY information about your child without your written consent, check this box, sign the back and return within five days of enrollment.

We have designated the following categories of directory information as pertinent to limited school-sponsored purposes. "School-sponsored purposes" means for publication in a student directory, a school yearbook, or official school publications including the school's website and programs for school-sponsored purpose.

- If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY, check this box and return this form within five days of enrollment.
- If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, check this box AND the categories for which you are providing consent and return this form within five days of enrollment.

| | |
|---|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Address |
| <input type="checkbox"/> Telephone listing | <input type="checkbox"/> Electronic mail address |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Degrees, honors, awards received |
| <input type="checkbox"/> Grade level | <input type="checkbox"/> Most recent school attended |
| <input type="checkbox"/> Participation in officially recognized activities and sports | <input type="checkbox"/> Height & weight of members of athletic teams |

Spur ISD receives federal funds under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.), and we are therefore required to disclose your secondary (grades 7-12) child's name, address, and phone number to a military recruiter or institution of higher education, on their request, unless you have told us that you do not want that information released without your prior written consent.

If you DO NOT want us to release your secondary school (grades 7-12) child's name, address, and telephone number to a military recruiter or institution of higher education, check this box. Please note that you may not selectively withhold this information from military recruiters but provide it to institutions of higher education.

Student's Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian's Signature

Date

Protection of Pupil Rights Amendment: We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;

5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings: We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the material will be deleted from the records but the records will be maintained until time has expired.

Teacher Qualifications: You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION SERVICES

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 services is Tonya Givens at 806-271-3385.

GENERAL INFORMATION

Bell Schedule for Secondary Campus – 6-12th grade

| | | |
|------------------------|-------------|--------|
| 1 ST PERIOD | 7:50—8:40 | 50 MIN |
| 2 ND PERIOD | 8:44—9:36 | 50 MIN |
| 3 RD PERIOD | 9:40—10:30 | 50 MIN |
| 4 TH PERIOD | 10:34—11:24 | 50 MIN |
| 5 TH PERIOD | 11:28—12:18 | 50 MIN |
| LUNCH | 12:18—12:55 | 33 MIN |
| 6 TH PERIOD | 1:00—1:50 | 50 MIN |
| 7 TH PERIOD | 1:54—2:44 | 50 MIN |
| 8 TH PERIOD | 2:48—3:38 | 50 MIN |

GRADES 6, 7, 8, 9, 10, 11, & 12 SHALL HAVE BREAKFAST BETWEEN 7:20 and 7:40 AM IN THE FOYER.

GRADES 7 & 8 ATHLETES SHALL HAVE BREAKFAST FROM 8:30 AM TILL 8:40 AM IN THE CAFETERIA.

Bell Schedule for Elementary campus – K-5th grade

| | | |
|------------------------|-------------|--------|
| 1 ST PERIOD | 8:05—9:05 | 50 MIN |
| 2 ND PERIOD | 9:05—10:05 | 50 MIN |
| 3 RD PERIOD | 10:05—11:05 | 50 MIN |
| 4 TH PERIOD | 11:05—11:35 | 50 MIN |
| LUNCH | 11:35—12:05 | 50 MIN |
| 5 TH PERIOD | 12:05—1:00 | 33 MIN |
| 6 TH PERIOD | 1:00—2:00 | 50 MIN |
| 7 TH PERIOD | 2:00—3:00 | 50 MIN |
| 8 TH PERIOD | 3:00—3:30 | 50 MIN |

Student's Legal Name

While we recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate or other recognized document to prove the child's identity or as shown in a court order changing the child's name.

Admission, Release, Withdrawal

(Admission Application Questions and Residency Power of Attorney forms available)

These are the basic requirements for admission to district schools:

1. The student lives in the district with a parent or legal guardian or one of the student's parents lives in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA (LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with. (See Appendix I & II)

3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. “Substantial amount of after-school care” means the grandparent provides after-school care for the student at least four days each school week. (See Appendix I)
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.

General Curriculum Information

Spur ISD operates a Pre-K–12 program that meets all state curriculum requirements. Schools are organized by grade level, for elementary (pre-K–grade 5), middle school (grades 6-8), and high school (grades 9-12).

A free half-day pre-kindergarten program is available for children who are at least three years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty; or
6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding

If you think your child or children are eligible, please contact the principal.

We do not ordinarily admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.

As part of our dropout recovery programs, we may admit someone between the ages of 21 and 26 for the purpose of completing the requirements for a high school diploma. A student admitted for this purpose and who has not attended school in the preceding three years will not be placed in a classroom setting, cafeteria, or other school-

sanctioned activity with a student who is 18 or younger; however, those students remain free to attend all school-sponsored events that are open to the public.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district. As required by law, we will record the name, address, and date of birth of the person enrolling a student.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Certain Transfers—Victims of Bullying and Sexual Assault

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If another student in the district is convicted of committing continuous sexual abuse of a young child or children or convicted and placed on deferred adjudication for a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

Release During the School Day

Students will be allowed to leave school during the school day only with the permission of the principal or someone in the principal's office who has been given the authority to release students. Parents cannot go directly to their children's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you should go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she or he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment forms should list those people who are authorized to pick up children during the school

day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Closed Campus

By local policy, the campuses of Spur ISD are closed with the exception of lunch for high school students. Spur High School students will be permitted to leave campus during lunch. The opportunity to leave campus during lunch should be considered a privilege and can be revoked for an individual student, groups of students, or the entire student body if the privilege is abused **or as a disciplinary measure for violating the student code of conduct.** Elementary and Middle School students must be signed out at lunch by a parent to be released for lunch.

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

Attendance Requirements

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has ever been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 18 is required to attend school. If an 18-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the rest of the school year. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property. A student who is at least 18 years

old and under the age of 21 will be required to attend school until the end of the school year.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child is absent from school on 10 or more days or partial days within a six-month period in the same school year or on **three or more days or parts of days within a four-week period, you may be reported to the Municipal Court for contributing to truancy and your child could be prosecuted for failure to attend school.** You will be notified when your child has three unexcused absences within a four-week period or less to advise you that you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

If a student who is at least 18 years old and younger than 21 fails to attend school, the District will pursue legal action against the student for failure to attend school. We will not ordinarily send warning notices to parents under these circumstances. Parents of these older students will not be referred for prosecution for contributing to truancy.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if she or he is sick and will not be at school that day, you should call the school office to let them know of the absence. Whenever a child is absent from school for any reason, she or he should bring a note signed by you explaining the reason for the child's absence when she or he returns to school. **The notes are required within 2 days after returning to school and should include an explanation of the nature of the absence.** The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused based on the nature of the absence.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused.

Although students who are married are legally adults, this fact does not mean that they are not legally required to attend school until they are age 18. We have the authority to file charges directly against students who are married, have not graduated from high school, and do not attend school. We will work aggressively with local authorities to make sure that all students who are within compulsory attendance requirements come to school.

Doctor and Dental Appointments: Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will

be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day. These excused absences include those for a student diagnosed with autism spectrum disorder to attend appointments with health care practitioners to receive a generally recognized service for persons with that diagnosis, such as applied behavioral analysis, speech therapy, and occupational therapy.

Religious Holidays: Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

Court Appearances: Absences for required court appearances will be classified as excused absences upon presentation to the campus attendance official of a copy of the document requiring the student's appearance in court.

Sounding "Taps" at a Veteran's Funeral: Absences by students in grades 6-12 for the purpose of sounding "Taps" at a veteran's funeral with military honors may be excused upon verification that the student provided the service noted.

Citizenship/Naturalization Activities: Absences for appearing at a government office to complete citizenship application paperwork and for taking part in a United States naturalization oath ceremony will be excused upon verification of the student's participation.

Attendance and Credit Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law generally requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year. All absences from class, excused or unexcused, are counted in determining whether a student has met attendance for credit requirements.

Students who are in attendance in a class at least 75% of the days but less than 90% are eligible to receive credit if they complete a plan approved by the principal providing for the student to meet the instructional requirements for the class. Students who are under the jurisdiction of a court in a criminal or juvenile justice proceeding must also obtain the court's consent before credit may be granted.

In the 2011-2012 school year, the allowed number of days a student may be absent from class is 8 days in the Fall Semester and 9 days in the Spring Semester to meet the 90% attendance for credit requirements. Each campus has an attendance committee that will review student attendance records. If the committee decides that extenuating circumstances prevented a student from meeting the minimum attendance for credit standard or fulfilling the principal's plan for meeting instructional requirements, the committee can award credit or tell the student what additional work, additional time, or both time and work must be completed in order for

the student to get credit for the grade level or course. We offer a Saturday school program as one way students can make up time.

You will be notified when your child is in danger of losing credit because of absences and will have the chance to meet with the attendance committee to discuss your child's situation.

(See Appendix III & IV)

Please Note:

- A student absent from school for any reason, other than for a documented health care appointment or to attend a funeral of a family member, will not be allowed to participate in school-related activities on that day or evening.
- In those rare circumstances 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. The notes are due no later than 2 days after the student returns to school.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. Teachers may assess grade penalties for make up work that is not submitted to the teacher in a timely manner. All students will be allowed one day to return missed work for each day of absence without a grade penalty.

TARDIES

Three (3) tardies will result in Level II disciplinary action. The Consequences for this is outlined in the Level II disciplinary options of the Code of Conduct.

Conduct and Discipline

Along with this Student Handbook, your child has also received a copy of the Spur ISD Student Code of Conduct. The Code of Conduct contains the school district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, please refer to the Code of Conduct or call your child's principal.

A student age 21 or older who has been admitted to District schools to complete the requirements for a high school diploma will not be placed in the District's DAEP or a JJAEP in which the District participates for violations of the Code of Conduct. Instead, the District will revoke the student's admission to the District.

Corporal Punishment

Corporal Punishment – swatting or paddling the student – may be used as discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for corporal punishment
- The instrument to be used will be approved by the principal
- The punishment will be administered in the presence of one other District professional employee and out of view of other students
- *Only an administrator will administer the punishment
- A record will be maintained of each instance of corporal punishment

Dress and Grooming Code

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. The principal makes decisions about dress and grooming violations.

APPROPRIATE ATTIRE

- Male students must wear clean clothing (shirt, shorts, slacks, jeans, trousers) that is not torn or damaged.
- Female students must wear clean clothing (dress, shirt, blouse, skirt, slacks, shorts, jeans) that is not torn or damaged.
- Pants must be worn with the waist at waist level. If this is a problem then a belt will be required.
- Shirts or blouses must be buttoned. Shirts must be long enough to cover the waist band to eliminate chest or midriff from being exposed.
- All students must wear shoes.
- Shorts are permissible if they are no shorter than the middle of the knee when worn at the normal waist line. (Enforced for Secondary students only)
- Skirts and dresses are permissible if they are no

shorter than the middle of the knee when worn at the normal waist line.

APPROPRIATE GROOMING

All students will exemplify grooming standards that project a positive image for the student, school, and District.

- Male students' hair must be neatly trimmed and worn in a style above the eye brows that exposes the earlobes and has a length that does not extend below the collar of a button-up shirt or crew-neck tee-shirt.

- Male students must be clean-shaven. Sideburns may extend no lower than the bottom of the ear.

INAPPROPRIATE GROOMING

The following hair styles or colorings are inappropriate grooming for any student at school or a school-related or –sanctioned activity:

- Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines to be unnatural.*

- Pattern or designs shaved or cut into the hair that depicts a number, initial, or symbol.*

- Partially shaved heads that create extreme differences on head such as “mohawks”.

- Male students are not permitted to wear ponytails, rata-tails or braids.

Inappropriate OR Unacceptable ATTIRE

The following clothing and accessories are inappropriate attire for any student at school or a school-related or –sanctioned activity:

- Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, or halter tops.

- Exposed undergarments.

- Bedtime attire, pajamas, undershirts, or undergarments worn as outerwear, e.g., boxer shorts.

- Clothing made of any see-through material, fish-net, or very loosely-woven fabric, unless other

clothing is worn underneath.

- Shirts or blouses that are split up the side such that the vent or split is unfinished and extends above the natural waistline.
- Unhemmed or cut-off clothing of any kind.
- Muscle shirts, shirts with oversized armholes, or backless shirts, blouses, or tops. This includes. Tank tops worn without appropriate covering.
- Any clothing made of Spandex or similar body-hugging fabric or material that fails to have appropriate covering.
- Slippers, or house shoes.
- Sunglasses, hats, or caps worn inside a school building.
- Hair rollers, hair curlers, plastic hair bags, and other similar grooming items worn inside a school building.

JEWELRY,
TATTOOS,
BODY
PIERCING

- Students may not wear on the outside of their clothing any jewelry or similar artifacts that are obscene or distracting or that are likely to cause disruption to the educational environment.
- Students may not wear facial jewelry of any kind, other than non-distracting earrings. Male students may not wear earrings at all.
- Tattoos, including temporary tattoos, shall not be vulgar or obscene.

GANG ATTIRE
AND
GROOMING

Clothing, grooming, or any attire that identifies or connects a student with a gang [There is a definition in the S&E Code of Conduct.] is prohibited. The principal will maintain and regularly update a list of clothing, grooming, and other attire that has been identified as gang-related and will make the list available to teachers and parents for review.

PRINCIPAL'S
AUTHORITY

The principal will determine if clothing or attire not addressed in this policy creates a distraction to the

educational process and may prohibit that clothing or attire for his or her campus. Administrators have the discretion to determine the appropriateness of dress and grooming and to make special exceptions, including for religious or medical necessities.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, she or he will be placed in in-school suspension until she or he is in compliance. We will make efforts to notify you as soon as possible, and if the student changes clothes or otherwise comes into compliance with the dress and grooming standards, she or he will return to regular classes immediately.

Banquets, Parties, and Social Events

The rules of conduct and grooming will be observed at school social events held outside the regular school day with the exception of Banquets and the Junior/Senior prom. Appropriateness of dress for students attending the Banquets and the Junior/Senior prom will be determined by the secondary principal. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event will be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be re-admitted.

Harassment, Discrimination, & Retaliation

The district believes that all students learn best in an environment free from bullying 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 in board policy.]

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 physical harm or of damage to the student's property, or is so severe, persistent,

or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred.

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 negatively affects the student.

Harassment

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

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

Sexual Harassment

Sexual harassment of a student by an employee, 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 district officials to whom to make a report.

**A copy of the entire policy addressing prohibited harassment or retaliation and the process for making reports or complaints related to alleged harassment or retaliation is included in the appendix of this handbook. (See Appendix V)

Searches of Students, Lockers, and Vehicles on School Property

The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be aware of and very careful about what goes on in any vehicle they drive to school.

(See Appendix VI)

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students or employees, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students or employees, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

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.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal, or designated individual will verify the officer's identity and, to the best of his or her ability, 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. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also 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 or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

Pledges, Minute of Silence, Prayer, and Meditation

Each day teachers will direct students in the recitation of the Pledge of Allegiance to the U.S. flag and to the Texas flag. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Safety

Bacterial Meningitis Information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis: - *Strep*

pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness - *Neisseria meningitidis*—Meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

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, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

**In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.*

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

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, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes 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. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

For 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 Texas Department of Health office to ask about meningococcal vaccine.

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Pest Control: Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post

notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.
Asbestos Management Plan: The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that

ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Spur ISD central office. If you have any questions, please contact 806-271-3272.

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 Spur ISD central office at 806-271-3272.

Safety Hotline

In the attempt to maintain a safe and comfortable environment for Spur ISD students, the administration has created a Safe Hotline. The Student Hotline will allow parents or students to call and make a report of bullying or harassing behavior. The Student Safety Hotline may also be used to report other dangerous health or safety situations such as a suspected fight or the suspicion that a student is in possession of a weapon or drugs on campus. When the hotline number, (806) 271-4794 is dialed, the caller will be transferred to a message center and asked to leave a message. Each time a caller leaves a message a school employee will be notified via cell phone and the message will be retrieved. An investigation will be conducted by the appropriate school personnel, and if necessary, action will be taken to prevent future inappropriate behavior. Please rest assured that no students will be disciplined as a result of an anonymous tip on this hotline, unless an accusation can be substantiated and corroborated by witnesses no disciplinary action will be taken. This is not intended to be an "I gotcha", but rather, an opportunity for school personal to counsel and redirect students toward appropriate behavior in the attempt to improve the educational environment.

Safety / Accident Prevention

Student safety on campus or at school related events is a high priority of the District. Students should:

- Avoid conduct that is likely to put the student or other students at risk

- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of the students.

Crisis

In accordance with the Spur ISD Crisis Intervention Plan, students will be relocated to First United Methodist Church and First Baptist Church if the nature of the crisis so requires.

School Facilities

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

CURRICULUM AND PROGRAMS

General Curriculum Information

Spur ISD operates a Pre-K–12 program that meets all state curriculum requirements. Schools are organized by grade level, for elementary (pre-K–grade 5), middle school (grades 6-8), and high school (grades 9-12).

A free half-day pre-kindergarten program is available for children who are at least three years old on September 1 and who are eligible because:

1. they cannot speak or understand English;
2. they are homeless as defined by federal law;
3. they are educationally disadvantaged;
4. they are the child of an active duty member of the armed forces, including a National Guard member ordered to active duty;
5. they are the child of member of the armed forces, including a National Guard member, who was injured or killed while on active duty; or

6. they are or ever have been in the conservatorship of the Department of Family and Protective Services, after an adversary proceeding

If you think your child or children are eligible, please contact the principal.

Structured Physical Activity

In accordance with state law, we have policies in place to ensure that all students in elementary school, middle school, and junior high school engage in the amount and level of physical activity required by the State Board of Education.

(See Appendix VII & VIII)

Special Programs

To meet the requirements of state and federal law, we also offer several programs designed to meet specific needs of some of our students. We identify students as eligible for one or more of these programs based on assessments made after referrals and recommendations from teachers and counselors and will always inform you about the program beforehand. We also can identify students based on an assessment after a request or referral from you. If you have any questions about the referral and identification process for any of the following programs, please contact your child's teacher(s), counselor, or the campus principal.

Special Education: Spur ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Beverly Mars, director of Special Education at the Rolling Plains Shared Service consortium at 806 347-2663), or Rhea Melton, Special Education teacher at 271-4531, or your child's principal to receive full information about the school's Section 504 program. See also the required Notice at the beginning of this Handbook.

Section 504: Some students who are not eligible for special education and related services may also have disabilities that interfere with their ability to benefit from the regular school program. A committee of educators who have knowledge of the student and his or her needs and limitations will determine what accommodations to the regular method and requirements of instruction are necessary in order for the student to participate. Please contact your principal to receive full information about the school's Section 504 program.

Bilingual Education/English as a Second Language: English is the basic language of instruction in our schools. Children who have limited English-speaking skills will have access to programs to help them learn to understand, speak, read, and write the English language. At the time you enroll your children for the first time, you will be asked to complete a Home Language Survey so we know whether to take additional steps to be sure your child is

Gifted and Talented Students: Some children demonstrate or show a potential for demonstrating a remarkably high level of accomplishment when compared to other children of similar age, experience, or environment. These children may perform at a very high level in an intellectual, creative, or artistic area, show an unusually high capacity for leadership, or excel in a particular academic field. We provide a variety of programs, activities, and learning opportunity for these students.

Accelerated or Intensive Instruction/Students At-Risk: Some students do not qualify for special education programs or Section 504 accommodations, but still need some additional assistance to be successful in school and complete the high school program. We provide tutorial programs and intensive or accelerated instruction in subjects where students are showing special difficulty and may provide specially focused instruction to improve students' language and math skills. Some of our specialized programs are designed to help students who are pregnant or are parents or who have been involved in the juvenile justice system. Others are designed to provide additional assistance to students who have been retained at any grades or have had serious discipline problems.

Counseling Programs and Services

The district has a developmental counseling and guidance program. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. We also have trained counselors available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. We encourage students to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

Some aspects of the counseling program require prior written parent consent for the student's participation. As parents, you also have the right to preview all the written materials used in the school counseling program. For full information, please contact your school principal or counselor.

Please Note: The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written permission, unless required by state or federal law for specific education purposes.

Parent Portal

Spur ISD is offering a service to parents named “Parent Portal”. Parent Portal is aptly named in that it provides parents a window through which they can view the attendance and grades recorded by teachers for their child. Any parent who has access to the internet will be able to take advantage of this service. Parent Portal is set up so that by using a user name and password the parent can access a teacher’s grade book and see the grades recorded for their child. Parental Portal is secure and no other parent or individual will be able to access your child’s information if you do not allow anyone else to have your username and password. If you are interested, this is how you can get started. You can obtain an authorization form from Mrs. Patsy Wyatt by calling 271-3385. Return it with an email address or phone number at which you would like to be contacted within a few days with your username and password. It will be the parent’s responsibility to keep the username and password private. Upon receiving your password and username, you can log on the Spur ISD website, www.spurbulldogs.com. In the left hand column of the website is a link entitled “Parent Portal”. Once you have clicked on this link you simply enter your user name and password and follow the directions. If you have more than one child attending Spur ISD you will need only one username and password.

Testing and Assessment Programs:

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the 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.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

END-OF-COURSE (EOC) ASSESSMENTS FOR STUDENTS IN GRADES 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student. For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Grading and Report Cards

Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with guidelines approved by the campus principal. If you have a question about a grade your child receives on an assignment, you should talk first with the teacher. An exam or course grade issued by the teachers is final and will not be changed unless we determine that it was arbitrary, erroneous, or not consistent with the grading standards and policy.

Report cards will be sent home at the end of each grading period. If your child is having trouble in a class, the teacher may ask you to schedule a conference. We encourage you to attend those conferences. If your child’s performance in language arts, math, science, or social studies is consistently unsatisfactory, you will receive grade reports every three weeks.

With the report of grades for the first grading period of the school year, we will inform you of the most recent performance rating of your child’s campus under the state’s Student Achievement Indicator System, along with a definition and explanation of each performance rating

Standard Grading Policy

Beginning with the 2011-2012 school year there will be no required semester exam.

State law requires a student’s score on an end-of-course (EOC) assessment to count as 15 percent of the student’s final grade for the course. Only the student’s first try on any one EOC exam will count toward the student’s final grade and in determining class rank and honor graduate status.

Therefore each semester will count as 42.5% of the final grade and the EOC will count for 15% for grades 9-12. For grades K-8, STAAR testing will NOT be included when calculating final grades. Therefore each semester will count as 50% of the total grade.

In order to determine the semester average, each of the three six weeks will be averaged together for a cumulative grade.

A report card is to be sent home at the end of the six weeks grading period. If in any class or subject a student receives a grade of less than 70, the grade notice must state the need for a conference; the teacher should work with the parent in scheduling the conference.

Each student should have a minimum of ten grades recorded in the grade book for each six week grading period. A proportional number of grades should be recorded at each 3 week progress reporting period. No grade or assignment within a 6-Week grading period should be valued at more than 20% of the 6-weeks average. By Tuesday of each week, teachers will have posted all grades from assignments given in the previous week allowing parents subscribed to Parent Portal timely access to their student's progress.

Students and parents shall be made aware of classroom grading procedures. A syllabus, approved by the principal, which includes the grading procedure, shall be sent home within the first week of school for all secondary students.

A grade of 50 will be recorded in the permanent record (6-Weeks) for any average numerical grade that is lower than 50.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test is a form of cheating. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the author. Students will be subject to disciplinary action that may include loss of credit of the work in question. Teachers will determine the academic penalty to be assessed. Students will also be subject to disciplinary penalties as well, according to the Student Code of Conduct.

Report cards and progress reports

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks. At the three-week period parents are notified if the student's grade is near or below 70. If this occurs the parents are **requested to schedule a conference with the teacher of that subject. The report card of unsatisfactory progress will state whether** tutorials are required for a student who receives a grade below 70 in a class or subject.

Promotion, Retention, Award of Credit

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 addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- 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 assessment in English.

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

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.

With the exception of the 2011–2012 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 and the student must complete additional special instruction before beginning the next grade level. 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 a student receiving special education services,

the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

An EOC assessment will not determine if a student receives credit for a class, nor will the results of the EOC assessments be used when calculating class rank. However, the EOC test can be used by the grade placement committee as a means to promote a student or award credit if their score meets the passing standard which is determined by TEA.

If a student fails to earn credit for a class and does not meet the passing standard of the EOC has the opportunity to retake an EOC. If the student retakes an EOC prior to the start of the next school year following the initial test and meets the passing standard, the student will be awarded credit for that class.

(See Appendix IX)

Credit Recovery

Students participating in an Optional Flexible School Day Program may attend on a fixed or flexible schedule that does not meet the traditional 180-day, 5-days-per-week requirement. Typical OFSDP instructional arrangements include the following:

- Weekend or night classes
- Extended day classes
- Classes offered throughout the year
- Flexible schedules
- Credit recovery classes (These classes can be offered during the summer recess for students who have not earned a full ADA during the school year. A student cannot earn more than the equivalent of one ADA in a year.)**

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian / library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials.

Fund Raising

Student clubs, classes, outside organizations and /or parent groups occasionally may be permitted to conduct fund raising activities for approved school purposes. An

application for permission must be made to the Principal at least 5 days before the event. ALL Fund Raisers must be approved by the Superintendent.

Educational Technology and Acceptable Use

The District wide-area network allows staff and students to communicate with each other and throughout the world via the Internet. Additionally, the network provides staff and students access to a multitude of instructional resources from both local and remote repositories of electronically stored information.

The District wide-area network is used by staff and students to communicate with others in a manner that is consistent with the District goals. E-mail, chat rooms, and other forms of direct electronic communication shall be accessed by students only under the direction and supervision of school staff.

Students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and that access of such resources will not be permitted.

The District will provide network access to Internet services that staff and students should use in accessing instructional and reference material on the Internet. The network is designed so that objectionable materials are filtered and are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parents must be informed that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered, it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation in information and resources as part of their ongoing education for life in modern society.

The following practices using the District wide-area network shall be prohibited:

1. Unauthorized use of copyrighted material, including violating District software licensing agreements or installing any personal software on district equipment without approval of the Technology Director.
2. Posting or distribution of messages that are obscene, vulgar, profane, sexually oriented, pornographic, highly offensive to others, highly threatening to others, or illegal, because a significant part of the District's educational mission is to

- inculcate the habits and manners of civility and to teach students the boundaries of socially appropriate behavior.
3. Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
 4. Participating in chat rooms other than those sponsored and overseen by the District.
 5. Tampering with anyone else's computer, files, or e-mail.
 6. "Hacking," i.e., attempting unauthorized access to any computer whether within the district's network or outside it.
 7. Attempting to change, disable, or destroy District equipment, files, or data or any other user's files, including introducing computer viruses into the District's system by any means.
 8. Any use that would be unlawful under state or federal law.
 9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
 10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
 11. Use that violates the student code of conduct.
 12. Use related to commercial activities or for commercial gain.
 13. Advertisement for purchase or sale of a product.
 14. Any use of a District account by anyone but the authorized owner of the account.
 15. Use that disrupts the educational and administrative goals of the District.

Privacy - Network storage areas, including e-mail, shall not be considered private. Designated District staff and network administrators may review files and communications to maintain integrity system-wide and ensure that staff and students are using the system responsibly.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator; nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - No materials or language not in line with the rules of school behavior should be accessed or communicated electronically: specifically, no profane, abusive, obscene, sexually oriented, threatening, harassing, illegal or impolite materials or language or that which is damaging to another's reputation. Should students encounter such materials or language by accident, they should report it to their teacher immediately.

Any of the above inappropriate material shall not to be stored in student files on the Spur ISD server nor any Spur ISD computer.

CONSEQUENCES OF VIOLATIONS OF ACCEPTABLE USE POLICY

Violation of any of the provisions of this policy may result in loss of computer access as well as other disciplinary or legal action. Staff and students are subject to all local, state, and federal laws.

Student educational technology violations of the network are subject to Level IV disciplinary issue as outlined in the Student Code of Conduct

***A copy of the Acceptable Use Form required by all staff and students to be signed an on file can be found in **Appendix XXIII**.*

Posters and Signs

The principal must first approve signs and posters that students wish to display. Signs or posters displayed without permission will be removed. Any student who posts material without permission will be subject to disciplinary action.

OF SPECIAL INTEREST TO STUDENTS

Extracurricular Activities

We offer a variety of school-related extracurricular activities and encourage students to participate in those that are of interest to them. Some activities, such as FFA, FCCLA, BPA, OAP, are closely related to subjects taught in the curriculum; others, such as the Student Council, help students build leadership skills. All of the academic, athletic and sports teams that participate in University Interscholastic League (UIL) athletic competition are extracurricular, as is the Marching Band, cheerleading. Although most extracurricular activities are designed for secondary students, those in grades 7 to 12, we encourage elementary age students to participate in UIL Academic activities and competitions.

Participation in extracurricular activities is a privilege, not a right. By state law, students must make a passing grade in all their classes in each grading period in order to be eligible to participate in any extracurricular performance or competition in the next grading period, unless the failing grade was received in an advanced placement or international baccalaureate course or in an honors or dual credit course in English language arts, math, science, social studies, or a language other than English. Students who are ineligible because of one or more grades below 70 will be allowed to practice or rehearse during a suspension, but cannot perform or compete. If the student raises the grade(s) to passing within three weeks, she or he will regain eligibility to perform or compete.

Many of our approved extracurricular activities have standards of conduct, dress, and grooming that are stricter than those that apply to all students. You and your child will be informed of those rules at the beginning of the semester, school year, or activity and

will be asked to sign a form acknowledging that you are aware of those standards and know that violation of those standards will result in suspension or removal from the activity. These additional rules are authorized by the school board, which has delegated to the superintendent the authority to approve them.

Drug Testing Program

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, we have implemented a random drug testing program. At the time your child expresses an interest in participation in an activity subject to the drug-testing program, you and your child will receive complete information about the program, which is a requirement for participation in affected activities. Please contact the high school principal if you would like more information about this program or see policy FNF (LOCAL).

(See Appendix X)

Students who participate in UIL athletic activities will be subject to random testing for the presence of illegal steroids as required by UIL rules and regulations. The following groups, activities, and organizations are authorized extracurricular activities in Spur ISD. The groups, activities, and organizations are football, basketball, track, tennis, golf, cross country, band contest, FFA, BPA, UIL, FCCLA, cheerleading, stockshows, and 4-H.

Extracurricular Absences

Students can miss a class no more than 12 times in the school year to participate in an approved extracurricular activity. If a student advances to a post-district competition level, she or he is allowed up to five additional absences for a total of 17 allowable absences. Major Stock shows (Houston, San Antonio, Fort Worth, & San Angelo) will count as Post District events. The allowable absences have been modified and approved by the Spur ISD school board.

Student Groups & Meetings

Our secondary schools have established a limited open forum that permits students to meet on school premises during non-instructional time before or after school in groups that are not related to the curriculum. Meetings of these groups must be student-initiated and student-run. School employees cannot be sponsors of these groups, and adults from outside the school system cannot direct, conduct, control, or regularly attend these meetings.

(See Appendix XI)

Physical Examinations / Health Screenings

Any student wishing to participate in UIL athletic competition shall have an updated statement from a physician indicating that the student has been examined and is physically able to participate in the athletic program. It is required that students entering the 7th, 9th, and 11th grades go through a physical examination by a certified physician.

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

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

Student Publications/Distribution of Materials

All materials prepared and published as part of a school's journalism or language arts programs are under the control and supervision of the administration and the Board of Trustees. The principal has final approval authority on all materials published or distributed in the name of the school.

Each campus has an area in the school where nonschool publications or materials that have been approved by the principal can be made available to students. Students are not permitted to distribute nonschool publications or materials in the classroom or hallways.

Before nonschool materials or publications are made available to students in the designated area, they must be submitted to the principal for review and approval. The principal will make a decision within two school days after the materials are submitted, and his or her failure to act within that time is interpreted as disapproval. If the materials are disapproved, students can appeal to the superintendent using the student complaint policy FNG (LOCAL).

(See Appendix XIII, XIX)

District Jurisdiction

The District has authority and control over its students during the regular school day and while going to and from school on District Transportation. This jurisdiction includes any activity during the school day on school grounds; attendance at any school-related activity, regardless of time or location; and any school-related misconduct, regardless of time or location.

Travel – School Sponsored

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 personally requests that the student

be permitted to ride with the parent, or the parent presents – no later than the day before the scheduled trip – a written request that the student be permitted to ride with an adult designated by the parent.

Parking/Driving at School

Students driving cars to school are subject to all state and local traffic laws and regulations while they are on school property and must practice courteous and safe driving habits around school. The principal will establish student parking areas, and students must park only in those designated areas. Cars parked in unauthorized areas will be towed away at the owner's expense.

College Days

Juniors will be allowed one college visitation day per year and Seniors will be allowed two college visitation days per year. In order for the student to receive an excused absence for the college day, the must:

1. Receive prior permission from the principal
2. Obtain written verification from an official at the college visited of the visitation including date, student name and signature of the official.
3. Present this verification to the principal on the day they return.

If the above conditions are met, the college day (excused absence) will not count for the purpose of determining final exemptions. College day absences will be treated as any other excused absences.

Graduation Plans

The Minimum and Recommended programs in place for ninth graders entering in 2007-08 and after and a basic description of their requirements are described in the chart below. Contact the counselor for information on graduation plans for students who entered the ninth grade before the 2007-08 school year.

Minimum High School Program

| | Graduation Requirements Current – 22 credits | Graduation Requirements HB-3 – 22 credits |
|--------------------------------------|---|--|
| English Language Arts (4) | English I | English I |
| | English II | English II |
| | English III | English III |
| | English IV | English IV |
| | | |

| | | |
|------------------------------------|--|--|
| Social Studies (4) | World Geography World History US History US Government / Economics | World Geography World History US History US Government / Economics |
| Mathematics (3) | Algebra I Geometry Math Models or Algebra II | Algebra I Geometry Math Models or Algebra II |
| Science (2) | Biology, (A) IPC or Chemistry | Biology (A) IPC or Chemistry |
| Fine Arts (1) | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts |
| Physical Education (1) | 1 required | 1 required |
| Technology Applications (1) | 1 required | 1 required |
| Speech (1/2) | 1/2 required | 1/2 required |
| Health | NONE | NONE |
| Electives | 7 1/2 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements | 4 1/2- May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements |

Recommended Highschool Program
for students who entered Grade 9 **before** 2007-08

| | | |
|--|------------------------------------|--|
| | Graduation Requirements | Graduation Requirements <i>HB-3</i> – |
|--|------------------------------------|--|

| | Current – 24 credits | 24 credits |
|---|--|--|
| English Language Arts (4) | English I | English I |
| | English II | English II |
| | English III | English III |
| | English IV | English IV |
| Social Studies (4) | World Geography | World Geography |
| | World History | World History |
| | US History | US History |
| | US Government / Economics | US Government / Economics |
| Mathematics (4) | Algebra I | Algebra I |
| | Geometry | Geometry |
| | Algebra II | Algebra II |
| | Trig/PreCalculus/College Algebra | Trig/PreCalculus |
| Science (4) | Biology, AP Biology, or IB Biology Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry (C) Physics, Principles of Technology I, AP Physics, or IB Physics | Biology, AP Biology, or IB Biology Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry (C) Physics, Principles of Technology I, AP Physics, or IB Physics |
| Languages other than English (2) | Any two levels in the same language | Any two levels in the same language |
| Fine Arts (1) | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential |

| | Knowledge and Skills for Fine Arts | Knowledge and Skills for Fine Arts |
|--------------------------------|---|---|
| Physical Education | 1 required | 1 required |
| Technology Applications | 1 required | 1 required |
| Speech | 1/2 required | 1/2 required |
| Health | Not required | Not required |
| Electives | 2 1/2 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements | 2 1/2 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements |

Recommended Highschool Program
for students who entered Grade 9 in 2007-08 or later

| | Graduation Requirements Current – 26 credits | Graduation Requirements <i>HB-3</i> – 26 credits |
|--------------------------------------|---|---|
| English Language Arts (4) | English I | English I |
| | English II | English II |
| | English III | English III |
| | English IV | English IV |
| Social Studies (4) | World Geography | World Geography |
| | World History | World History |
| | US History | US History |
| | US Government / Economics | US Government / Economics |
| Mathematics (4) | Algebra I | Algebra I |
| | Geometry | Geometry |
| | Algebra II | Algebra II |
| | 4 th SBOE approved | 4 th SBOE approved |

| | | |
|---|---|---|
| | mathematics course (see TAC §74.63 for possible courses) | mathematics course (see TAC §74.63 for possible courses) |
| Science (4) | Biology, AP Biology, or IB Biology | Biology, AP Biology, or IB Biology |
| | Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry I Physics, Principles of Technology I, AP Physics, or IB Physics | Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry I Physics, Principles of Technology I, AP Physics, or IB Physics |
| Languages other than English (2) | Any two levels in the same language | Any two levels in the same language |
| Fine Arts (1) | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts |
| Physical Education | 1 required | 1 required |
| Technology Applications | Not required | Not required |
| Speech | 1/2 required | 1/2 required |
| Electives | 4 1/2 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements | *5 1/2 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements |

The Distinguished Achievement/Advanced Program is similar to the Recommended Program with the following differences and additional requirements:

Advanced (Distinguished)

| Recommended Program | Program |
|--|--|
| Language other than English (in the same language) | 2 Language other than English (all in the same language) 3 |
| Electives | 3.5 Electives 2.5 |

Under HB 3, to graduate under the minimum high school program students must:

- Be at least 16 years of age;
- Have completed 2 credits required for graduation in each subject of the foundation curriculum; or
- Have failed to be promoted to the 10th grade one or more times as determined by the school district

Spur ISD requires the Parent and Principal to both sign approval of the minimum program after a meeting of the parent, student, High School Principal, and High School Counselor.

For the Distinguished Achievement/Advanced Program, students must also receive any combination of four of these advanced measures that are assessed through an external review process:

1. Score of 3 or higher on College Board Advanced Placement examination(s).
2. Score of 4 or higher on International Baccalaureate examination(s).
3. Grade point of 3.0 or higher in courses that count for college credit, including advanced technical credit courses and dual credit courses.
4. PSAT that qualifies student for recognition as Commended Scholar or higher; as part of National Hispanic Scholar Program; or as part of National Achievement Scholar Program for Outstanding Negro Students.
5. Original research/project related to the required curriculum that is judged by a panel of professionals in the field that is the focus of the project or conducted under direction of mentor(s) and reported to an appropriate audience.

Personal Graduation Plan: If your child is in junior high/middle school or high school and does not perform successfully on any state assessment or if we determine that your child is not likely to receive a high school diploma within five years of beginning the 9th grade, you will be asked to participate in developing a personal graduation plan for your child. That plan will identify your child’s education goals and will take into consideration your educational expectations for your child. Should a personal graduation plan be appropriate for your child, the counselor and principal will contact you with more specific information.

Early Graduation Scholarships

High school students who complete the Recommended or Distinguished Achievement/Advanced program and graduate in fewer than four school years are eligible under state law for the Early High School Graduation Scholarship program. This scholarship provides from \$500 to \$3,000 in credits toward tuition and mandatory fees for a public or private college or university in Texas. The amount of the scholarship depends on the number of months needed to complete the high school program and the number of college credits a student earns during high school. Contact your high school counselor for complete information on this program.

Dual Credit Courses / College Courses

Spur ISD students will have the opportunity to take college classes to earn high school credit as well as college credit. These are called dual credit classes. Students may take 2 college/dual credit classes per semester. Students may take 3 dual credit classes only with approval from principal and approval from the college.

Dual credit grades will be used for GPA purposes according to the following scale.

A=95

B=85

C=75

D=65

Ten points will also be added to the final grade at the completion of the course if it is a math, science English, or history class. For example: If a student finishes the dual credit class with a B, they will have an 85 plus the 10 points which gives the student a 95 average for the year. This policy is put in place to reward students for taking a more challenging course.

Dual credit classes are taught under the jurisdiction of the college. Students enrolling in dual credit classes will adhere to the following rules when dropping a dual credit class and entering other classes.

- Students may drop dual credit class and add the corresponding high school classes with no penalty prior to the end of the 4th week of each semester. A student who drops during this time will have to make up all work missed in the high school class. The work missed must be made up by the end of the 6th week of class and the six weeks grade will be based on the work completed in the high school class.*

•Students who drop a dual credit class after the end of the 4th week will be required to earn that credit in a different manner but will NOT enter the regular high school equivalent.

Dual credit classes abide by the following eligibility requirements.

•If the student finishes the semester with a failing grade in the dual credit class, it DOES NOT affect eligibility.

•If the student drops the class with a failing grade and enters the high school equivalent and passes for the six weeks, it DOES NOT affect eligibility.

•If the student drops the class with a failing grade and enters the high school equivalent and fails for the six weeks, it DOES affect eligibility.

Correspondence Courses

The District permits high school students to take correspondence courses for credit. Students in grades 11 and 12 may earn two credits toward high school graduation by these means. For further information and specific District policy in this regard, contact the school counselor.

Graduation Honors/Class Ranking

Class rankings are calculated for the first time at the end of the sophomore year. Final rank in class for purpose of determining the highest ranking graduate, valedictorian, salutatorian, and honor graduates is calculated at the end of the fifth six-week grading period of the senior year. Only students who are on the recommended or distinguished graduation plan are eligible for these honors.

Under state law, students who are ranked in the top 10% of their graduating class are generally eligible for automatic admission to all Texas state colleges and universities, including The University of Texas system and the Texas A&M University system. The counselor will provide more detailed information about this opportunity during a student's first year of high school, including information about eligibility for financial aid. Please contact the counselor at any time for information.

Rank in class for purposes of determining which students are in the top 10% of their graduating class will be calculated at the end of the 11th grade, middle of the 12th grade, and at high school graduation. Students will use the latest ranking in relation to their college application deadlines. The number of students in the top 10% for automatic admission to a Texas college will not exceed the mathematical calculation of 10% of the number of students in the graduating class.

We use a weighted grade point/grade average system that is designed to recognize the relative difficulty and effort required for the course

In order for a student to be eligible for Valedictorian or Salutatorian, they must have attended Spur High School for the two semesters preceding graduation. Students who graduate at Spur High School but who have transferred in or out of Spur High School during their senior year are eligible for honor student positions below the Valedictorian, Salutatorian or Highest Ranking Boy or Girl level.

The valedictorian and salutatorian will be the highest and next highest ranking eligible student in the graduating class. Eligible students who complete all requirements in three years, rather than the usual four years, will be ranked for graduation honors with students who have completed requirements in four years. The highest ranking graduate, who will be eligible to receive a scholarship for exemption from the first year of tuition at a state college or university, will be the person who has the highest rank in class, regardless of eligibility for the honor of valedictorian under our policies.

Eligible students who have an overall average of 90.0 will be considered Honor graduates of Spur ISD. **Note: There will be no rounding in determining class rank or Honor graduate status.

The District shall include in the calculation of class rank grades earned in all high school credit courses regardless of when the credit was earned, except as excluded in this policy. Beginning with students who entered grade 9 in the 2011–12 school year, the calculation of class rank shall exclude grades earned in physical education; courses substituted for physical education; and fine arts. Also, the District shall not include scores from end-of-course (EOC) assessments in calculations for class rank.

Graduation Exercises

Graduation exercises are held at the end of the school year and will be held at the end of a Fall semester if we have students completing course requirements. There is one legally required exception. Only those students who have completed all state and local requirements, including passing the TAKS Exit-Level examinations or fulfilling, state requirements for cumulative scores on end-of-course examinations are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in three years or four years, are eligible to participate in graduation exercises.

State law requires that we permit a student with disabilities who has completed four years of high school but has not completed all requirements for graduation under the student's individualized program to participate in graduation exercises if he or she wishes to. Students may participate in only one graduation exercise.

(See Appendix XIV, XV, & XVI)

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the rehearsal and ceremony will be removed from the ceremony. Graduating students who are assigned to the

district’s Disciplinary Alternative Education Program through the end of school year and successfully complete their term of assignment in the DAEP without further disciplinary action may be allowed to take part in graduation ceremonies. That decision rests with the principal and cannot be appealed. See the Student Code of Conduct for additional information.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class and the administration.

(SEE APPENDIX XVII)

Grade Classification

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

| <u>Credits Earned</u> | <u>Grade Placement</u> |
|-----------------------|------------------------|
| 5 | 10 |
| 10 | 11 |
| 15 | 12 |

Advanced Courses

For students who are Juniors and Seniors during the 2011-2012 school year, the following classes will have six (6) points added to the final numerical grade calculation for the calculating of class rank for students in grades 11 through 12th grade.

| | | | |
|--------------------|-------------|-----------------------|---------|
| Physics | Calculus | Band IV | BIMM |
| Anatomy/Physiology | Accounting | Pre Calculus | BCIS II |
| Desktop Publishing | Web Mastery | Environmental Science | |
| Aquatics | Spanish III | | |

All Advanced Placement and/or International Baccalaureate classes that are completed will have ten (10) points added to the final numerical grad calculation for the calculating of class rank only. Spur ISD will consider all courses that are labeled as an advanced course by the Texas Education Agency for the purpose of calculating class rank.

Students entering the ninth grade in the 2010-2011 school year or later will receive extra points for completion of Advanced Placement or Dual Credit classes in the core classes which includes math, science, history, and English. (EIC Local)

(See Appendix XV, XVI)

Textbooks

State approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any

student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for. However, a student will be provided textbooks for use at school during the school day.

Exemptions and Semester Exams

There will be no required semester exams during the 2011-2012 school year. There will also be no exemption policy in the 2011-2012 school year.

Driver's Education

Driver Education is offered through the school in the fall or spring semester. This course is offered through an online program. There may be fees that are applied to cover costs with the program.

OBTAINING A DRIVER'S LICENSE—VOE FORM

Students will need to obtain a Verification of Enrollment and Attendance (VOE) Form.

This form can be found by consulting the High School Office.

Planned Use of Data: To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or a license to operate a motor vehicle. The student must present the completed VOE form to DPS.

Authority: The Texas Transportation Code (TRC) requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age.

Issuing VOE Forms: SEE flow chart for issuance at <http://www.tea.state.tx.us/safedriver/voe04.html>. The issuance or denial of the VOE form is strictly a local school, charter, GED program, or institution decision. Neither TEA nor DPS can alter a VOE decision. Schools, Charters, GED programs, and institutions of higher education can impose and enforce conditions and restrictions on enrollment and attendance as it pertains to VOE eligibility that exceed minimum restrictions defined by law and rule. The VOE form does not have to be signed by the student in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS. NOTE: Texas Education Code 25.092 (excerpted), Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining VOE eligibility. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for

attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.). **THE STUDENT SHOULD BE CONSIDERED ELIGIBLE FOR THE VOE FORM WHEN** 1) the school considers the student currently enrolled at the time the student applied for the VOE forms **AND** 2) the school awarded a student credit for each class the semester prior to application for the VOE form **OR** the student was not awarded credit for each class the semester prior to application for the VOE form (academic failure). The school examines attendance records for the semester prior to application for the VOE form and determines that the student was present 90 percent of the time each class was offered **OR** the student was absent more than 10 percent and did not meet the 90 percent attendance rule for one or more classes the semester prior to application for the VOE form. The school attendance committee and/or administration approve a plan to allow the student to reinstate the credit for all classes. The student complies with the plan and credit for all classes the semester prior to application for the form is reinstated.

National Honor Society

One of the highest honors Spur High School can bestow upon a student is membership in the National Honor Society. The organization not only recognizes scholarship but also character, service and leadership. The selection process for membership in the National Honor Society is:

1. Accumulative GPA of 90.0% or above. Rounding will not be used in this calculation.
2. Students receive one point for each extra-curricular activity such as, office held, volunteer service, church activities or membership, etc. which they are involved in during high school. All eligible candidates will be given the opportunity to complete an approved service form. Only students with a score of 8 points or above will advance to the next step of the selection process.
3. Each student will be evaluated by an appointed evaluation committee consisting of high school teachers. Teachers will only rate students they have taught or are teaching. The teachers will evaluate the students on their leadership skills and character. A scale of 1 to 5 will be the evaluation instrument for each category. The scores will be totaled for both leadership and character. An overall average of the scores must be 7 or above to be eligible for membership in the National Honor Society.
4. Inductees will be notified by mail of their selection by the evaluation committee.

Honor Roll

Spur ISD has two honors to bestow on scholars. The first is the "A" Honor Roll, when a student has made all A's for the grading period. The second is the "A/B" Honor Roll,

when a student receives all A's and B's for the grading period. All names of honor roll students are presented to the Texas Spur newspaper.

Senior Trip

Spur ISD allows 12th grade students to travel on a trip within the 48 continental United States near the end of their senior year. This trip is considered a school function and will be supervised with school personnel. It will also be conducted in a manner that is consistent with the expectations of the school district and its code of conduct. In certain instances the school district may not allow a student to go on this trip. These instances include failing to uphold class responsibilities in fundraising activities, excessive absences requiring a student to be placed in an attendance recovery setting such as Saturday school, or persistent misbehavior/serious offenses that warrant DAEP placement.

Academic Banquet

In the spring of the year, Spur secondary school students are honored with an academic banquet. Those students considered to be outstanding in each of the academic subject areas are honored at this banquet.

Texas Virtual School Network

Students are offered high school classes through the Texas Virtual School Network. These classes are accredited by the Texas Education Agency and are taught by certified teachers in an online setting. These classes will provide students with high school credit based on successful completion. If you are interested in taking these classes please contact Lea Howell at 806-271-3385. Please refer to the appendix for further documentation on these classes.

(Appendix XXIV)

OF SPECIAL INTEREST TO PARENTS

Parent Rights

Academic Programs: You can ask the principal to change your child's teacher or class assignment; however, the principal is not required to make the reassignment and will not do so ordinarily if that change would affect the assignment or reassignment of another student.

You can ask the school board to add a specific academic course to the schedule and offerings. If the administration and the board determine that the course is among those included in the State Board of Education-approved curriculum and that there is sufficient interest in the class to make it economically practical to offer the class, the request will not be unreasonably denied.

You can ask that your child be permitted to attend a class for credit above his or her grade level. If the counselor and child's current and prospective teacher expect that the child can perform satisfactorily in the class, the request will not be unreasonably denied.

Teaching Materials: You may review all teaching materials, textbooks and other teaching aids used in your child's classroom and may review all tests administered to your child, after the test is given. To review these materials, please contact the principal, who will make arrangements to provide you access to those materials at school during regular school hours.

Some textbooks are so expensive that we purchase classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will gladly honor that request. If the teacher requests it, the student must return the textbook to school the following school day.

Records and Other Information: As we stated in the "Required Notices" section of this Handbook, you have a right of access to all written educational records that we maintain concerning your child. You also can receive full information about any and all school activities in which your child is involved. However, as we explained in the section on "Questioning Students at School," we must comply with a request or directive from a Child Protective Services investigator regarding contact with or information to parents about an investigation.

Video and Audio Recording: We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except that your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;

- a purpose related to regular classroom instruction; or
- media coverage of the school.

Psychological Examinations: We will seek and obtain your written consent before conducting any psychological examination, test, or treatment of your child, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your child needs special education or related services, before we obtain consent, on your request, we will provide you with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

Exemption from Instruction: You may temporarily remove your child from a class or other school activity that conflicts with your religious or moral beliefs if you provide a written statement authorizing the removal to your child's teacher. However, you are not entitled to remove your child from class or an activity to avoid taking a test or to prevent your child from taking a subject for an entire semester. Your child will be required to satisfy grade level or graduation requirements, regardless of any periods of temporary removal based on your religious or moral beliefs.

Campus Performance and Accountability: We will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, we will inform you of your rights regarding public school choice and transportation at that time. You will receive information with your child's report card for the first reporting period of each year related to the campus performance rating under the state accountability system.

Classroom Celebrations: You or a grandparent may provide any food product of your choice to your child and his or her classmates on the occasion of the child's birthday or for any other school-designated function, such as class parties, bake sales, etc. **(Elementary Only)**

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication is essential for the students to make the most of the opportunities provided. Communication starts with this handbook and can include: report cards, students work, phone calls, open house or back to school nights, and conferences. The school will contact parents/guardians if needed, and if you need to contact the school, please feel free to call the high school at 271-3385 and the elementary school at 271-4531. Teachers can usually answer questions or meet with you during their conference period or at a mutually agreed time before or after school. Parents and community members are urged to view announcements and other school information on Classic Cable channel 44 and Caprock Cable channel 1.

Visiting School

You are welcome to visit your children's schools from time to time; however, you must comply with our policy requiring **all** visitors to go first to the principal's office and sign in. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers and may be subject to arrest.

We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and we will not tolerate it from parents. Parents who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

We encourage you to come to school occasionally and eat lunch with your child; however, children can be removed from the campus during lunch period only by following the established process of signing the child out from the principal's office. Unless we have possession of a court document that limits a possessory conservator's (that is the parent who does not ordinarily have custody of the student) access to their child while at school, we will permit either parent to eat lunch with their children at school.

Spur Independent School District Parent/Sex Offender Procedure

The following procedures apply to any parent or legal guardian of a student who has been identified as a "child sex offender"¹ Any parent or legal guardian of a student will be required to comply with the following procedures upon visitation to campus or attendance at a school-sponsored activity.² These procedures will be followed without exception. Failure of a parent or legal guardian of a student who has been identified as a "child sex offender" to comply with these procedures may result in that person losing the

¹ For purposes of this procedure, "child sex offender" means any person who has been convicted, placed on deferred adjudication, or adjudicated delinquent for any type of sexual offense whatsoever against a child younger than 17 years of age or a student enrolled in a public or private secondary school, regardless of when the offense took place.

² Any other person who has been identified as a child sex offender will be prohibited from coming on any SISD campus or from attending any school-sponsored activity, notwithstanding these procedures.

privilege to visit any of the SISD campuses or attend any school- sponsored activity at any location.

For a parent or administrative conference the person will;

- a) call the campus principal and schedule a meeting prior to coming to school;
- b) report immediately to the office upon arriving at school;
- c) be escorted by a school employee the entire time he/she is on campus;
- d) have no access to any commons area of the building;
- e) have no access to any classroom where students other than his/her child are present; and
- f) be escorted back to their vehicle by a school employee at the conclusion of the visit.

When dropping off or picking up a child to or from school the person will;

- a) call the campus principal and schedule the time of drop off or pick up;
- b) pick up or drop off the child in the presence of the campus administrator or designee; and
- c) be escorted back to their vehicle by a school employee after the child has been picked up or dropped off.

Prior to attending an after school or extra-curricular event the person will;

- a) call the campus principal and state his/her intent to attend the event, no later than twenty-four hours prior to the start of the event;
- b) sign in at a place designated by the campus principal upon arrival at the event;
- c) sign out at a place designated by the campus principal prior to departing the event; and
- d) be escorted to his/her vehicle by a school employee at the time of the departure from the event.

As an additional safety precaution, SISD may choose to post a picture of the “child sex offender” at the gate or entrance area of the extra-curricular event.

When picking up or dropping off a student at an extra-curricular activity, on or off school property, the person will;

- a) contact the campus administrator and make arrangements for picking up or dropping off the student; and
- b) remain in the vehicle while waiting on the student.

A parent/legal guardian who has been identified as a “child sex offender” is prohibited from transporting any student or child (other than his/her own) to or from any SISD campus or school-sponsored activity without express written permission from the parent or guardian of the student. Any person

who has been identified as a “child sex offender” is also prohibited from working as a volunteer for the school district, including but not limited to volunteering for school-related activities such as booster clubs and class fund raisers.

(See Appendix XVIII)

Complaint Process

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved or the campus principal within 15 business days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal. On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal’s office. In order for your concern to be resolved at the earliest possible level, you must put your complaint in writing on the form provided before meeting formally with the principal.

The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting. You must however, follow our established policies and use our forms.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy.

(See form and complaint in Appendix XIX)

Student Health Concerns

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines containing foods of minimal nutritional value. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to secondary students during any designated meal periods.

As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products on campuses or a school-sponsored or –related

activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook.

The district's student health advisory council met two times during the preceding school year and will meet at least four times during each school year.

In collaboration with you and, if possible, your child's physician, we will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

Student Illness or Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have school nurses/licensed vocational nurses/trained aides available on each campus and a secluded area where your child can stay if she or he is injured or becomes ill.

One of the forms we ask you to complete at the beginning of each school year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance, if needed. **It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.**

(Student Activity Permission and Student Activity and Transportation Permission forms available)

Insurance

All students attending Spur ISD are covered by accident insurance while at school or while on school sponsored field trips or activities. This coverage is the primary coverage if the student is otherwise uninsured. If the student is covered by other insurance, the policy carried by the school will become the secondary payer.

(See Appendix XX)

Although we want your child to attend school every day, we do not want your child at school if she or he has a communicable disease or is running a fever of 100° or more. Under State and local Health Department regulations, if your child has certain medical conditions, she or he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

Administering Medicine at School

Often, students have to take prescription medication for a certain period of time as treatment for a medical condition. If at all possible, we ask that you schedule the timing of the doses so that the child takes the medicine at home. If children have to take medicine at school, you must make a written request to the principal or nurse. The school nurse or other authorized school employee will administer medications only from a container that appears to be the properly labeled original prescription container or from a properly labeled unit dosage container filled by the nurse from a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer. (See Appendix XXI-Local and Legal)

Children with asthma or children with severe allergies that may result in anaphylaxis will be allowed to carry and self-administer their prescription asthma or anaphylaxis medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide us a written authorization for self-administration and a written statement from child's doctor that the student has asthma and is capable of self-administration and that includes the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed.

We keep commonly used over-the-counter treatments, such as antacids, aspirin, acetaminophen, ibuprofen, antibiotic ointments, and the like in the nurse's office. Nurses or authorized personnel will administer these medications according to the labeled instructions if you make a written request to the nurse, providing the same basic information as is required for administering prescription drugs.

(See Appendix XXI)

If your child has unique medical conditions or any other condition, such as a food allergy, that requires virtually immediate administration of medications under specified conditions, please contact the principal, who will schedule a meeting of appropriate personnel to ensure that your child's needs are met.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement, for medical or reasons of conscience, including a religious belief; the student will not be immunized. For exemptions based on reasons of conscience, the District can honor only official forms issued by the Texas Department of Health, Immunization Division. The immunizations required are: diphtheria, rubeola (measles), rubella, Haemophilus influenza type B, mumps, tetanus, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide

information on age appropriate doses or on an acceptable physician validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature of 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 any member of the student's family or household. This certificate must be renewed annually unless the physician specifies a life long condition.

Communicable Diseases/Conditions

To protect children from contagious illness, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. These include:

| | | |
|-------------------------|--------------------------|--------------------------|
| Amebiasis | Hepatitis, Viral A | Rubella (German Measles) |
| Campylobacteriosis | Impetigo | Salmonellosis |
| Chickenpox | Infectious Mononucleosis | Scabies |
| Common cold | Influenza | Shigellosis |
| Fifth disease | Measles (Rubella) | Streptococcal disease |
| Meningitis, Bacterial | | Tuberculosis |
| Gastroenteritis, Viral | | Mumps |
| Whooping Cough | Giardiasis | Pinkeye (Conjunctivitis) |
| Head Lice (Pediculosis) | | Ringworm of the scalp |

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. **It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.**

Each campus maintains a “Lost and Found” in the administrative offices; clothing and other items that are turned in as “lost” and not claimed by the end of the school year will be donated to a local charity.

Telephone Use

School telephones are for school business use. Students will be permitted to use school telephones only for emergencies and only with permission. If you call for your child during the school day, we will take a message and deliver it to the student at the end of the class period or other time that will least interfere with instruction. The Student Code of Conduct allows students to carry cellular phones or other electronic communication devices during the school day, but requires them to be turned off during instruction. Improper use of a cellular phone or other electronic communication device during the school day will result in the item’s being confiscated.

Parents, please do not call or text message students during the instructional day.

ELECTRONIC DEVICE POLICY

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

- Students may possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, IPod, MP3 players or electronic devices or games at school during the school day, but are required to be turned off and out of sight from the beginning to the end of each school day.

- Cell Phones may be used before and after the instructional day and may also be used in the building during passing periods. However, students are not permitted to use cell phones in the classroom unless directed by a teacher or administrator. Cell phones that can be seen or heard will be considered to be in use and will result in the items being confiscated. The following action will be taken if students do not comply with the electronic device policy.

| | |
|----------------|---|
| First Offense | Confiscated for 3 days |
| Second Offense | Confiscated for 15 school days |
| Third Offense | Confiscated for remainder of semester or a minimum of 30 days |

Parent Organizations/Volunteer Opportunities

We have an active Parent-Teacher -Organization, and we encourage you to actively participate in the group at your child’s or children’s campus(es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. Approved volunteers participate in a training and orientation program before they are permitted to assist in school programs and activities.

Transportation Program

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

Authorized Fees

Although the basic cost of your child's public education is provided through local tax revenues, state funding, and some federal funds, we may assess fees for certain kinds of materials and services, as described in the following list:

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials, supplies, or materials that must be returned to the district.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student publications, class rings, annuals, and graduation announcements.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for vehicle identification for cars regularly parked on school property.
- a fee for student identification cards.
- a fee for school-provided driver training courses.
- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- fees, not more than \$50, for attendance in a program offered outside of regular school hours that allows students who have excessive absences that

would require losing credit to make up missed instruction and receive credit. This fee will be assessed only if a parent signs a form stating that paying the fee will not create a financial hardship or discourage the student from attending the program.

You may request a waiver of any required fee that you are unable to pay by contacting the principal who will determine ability to pay based on the criteria for identifying students who are eligible for participation in the free and reduced-price school breakfast and lunch program.

Emergency School Closing Information

On days when there is inclement weather, turn your radio to the following stations between 6:30 a.m. and 8:00a.m.

Television

KCBD – 11

KLBK – 13

KAMC – 28 (Cable channel 8)

Caprock Cable – Channel 1

Food Service/Free and Reduced-Price Food Program

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Our schools participate in the federal Child Nutrition Programs, which provide free breakfast to all students and free and reduced lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact your principal.

Spur ISD complies with the Texas Public School Nutrition Policy regarding foods of minimal nutritional value (FMNV) as follows: Because SISD is considered a single campus district, we are required to follow the Middle School standards for FMNV.

Middle School (Spur ISD)

Middle school and junior high school campuses may not serve or provide access for students to FMNV and other forms of candy at anytime, anywhere on school premises until after the end of the last lunch period, 1:00 p.m.

School Events:

Students may be given FMNV, candy items or other restricted foods during the school day for up to three different events each school year to be determined by campus. The exempted events must be approved by a school official. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

TELEPHONE BROADCAST SYSTEM

In our effort to improve communication between parents and school, Spur ISD utilizes a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders.

Spur ISD will continue to report school closings due to snow or weather at www.spurbulldogs.com or local TV stations and will use this system as an overlay to the public announcements.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

Here is some specific information you should know:

1. Caller ID: The Call ID will display 806-271-3272, which is the main number for Spur ISD.
2. Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, "hello" and hold for the message to begin. Multiple 'hello's" will delay the message.
3. You will be asked if you would like to hear the message in English or Spanish.

4. Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds, but make sure your machine answers after four rings or you may miss the message.
5. Message Repeat: At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then 'repeat' the message in its entirety.

In an important effort to make the best and most accurate use of the SchoolReach Instant Parent Contact system, **we will use the phone number we have on record for your child's contact (the phone number that was given in the first day of school packet). Please make every effort to provide the school with current and accurate phone information any time there is a change to ensure you do not miss important information.**

If you have any questions, please contact Lisa Shobert, Superintendent Secretary at 806-271-3272.

Appendix I

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|---|--|
| <p>PERSONS AGE 21 AND OVER REGISTRATION FORMS</p> | <p>The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.</p> <p>Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.</p> |
| <p>MINOR LIVING APART PERSON STANDING IN PARENTAL RELATION</p> | <p>A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a Power of Attorney assigning responsibility for the student in all school-related matters to an adult resident of the District.</p> |
| <p>MISCONDUCT</p> | <p>Any such student who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.</p> |
| <p>EXCEPTIONS</p> | <p>Based on the individual student's circumstance, the Superintendent shall have authority to grant exceptions to the Power of Attorney requirement and to the exclusion for misconduct.</p> |
| <p>RESIDENCY REVIEW</p> | <p>The Superintendent shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities.</p> |
| <p>NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE</p> | <p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve such admissions requests in accordance with criteria approved by the Board.</p> |
| <p>PLACEMENT ACCREDITED SCHOOLS</p> | <p>Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.</p> <p>For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.</p> |
| <p>NONACCREDITED SCHOOLS</p> | <p>Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:</p> <ol style="list-style-type: none"> 1. Scores on achievement tests, which may be administered by appropriate District personnel. 2. Recommendation of the sending school. 3. Prior academic record. 4. Chronological age and social and emotional development of the student. |

5. Other criteria deemed appropriate by the principal.

TRANSFER CREDIT The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

WITHDRAWAL Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]

Appendix II

AUTHORITY The Superintendent is authorized to accept or reject any transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

TRANSFER REQUESTS A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time.

FACTORS In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff and the student's disciplinary history and attendance records.

REVOCAION OF TRANSFER A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement.

Written notification of any transfer revocation shall be sent to the school district of residence.

TUITION If the District charges tuition, the amount shall be set by the Board, within statutory limits.

WAIVERS The Board may waive tuition for a student based on financial hardship upon written application by the student, parent, or guardian. [See FP]

NONPAYMENT The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

Appendix III

The Superintendent or designee shall be responsible for maintaining a student attendance accounting system in accordance with statutory and TEA requirements.

The Superintendent or designee shall report annually to the Board concerning the operation and effectiveness of the District's student attendance system, and may present recommendations for improvement.

PARENTAL CONSENT TO LEAVE CAMPUS A student absent from school for any portion of a school day shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent.

A verifiable, documented telephone call from the parent to the school office, indicating consent and stating the reason for the absence, shall be accepted in lieu of a note.

If the student is 18 or older or is an emancipated minor, the District shall accept a note or telephone call from the student in the same manner.

Appendix IV

ATTENDANCE COMMITTEES The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE OF EXCESSIVE ABSENCES A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR REGAINING CREDIT When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee.

Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON EXTENUATING CIRCUMSTANCES The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF
ATTENDANCE

All absences shall be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days, required court appearances, and health care appointments shall be considered days of attendance for this purpose. [See FEB]

TRANSFERS /
MIGRANT STUDENTS

A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST
STANDARD

In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.

The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF
CONTROL

The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S
ACADEMIC RECORD

The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION FROM
STUDENT OR PARENT

The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

IMPOSING CONDITIONS
FOR AWARDED CREDIT

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

1. Completing additional assignments, as specified by the committee or teacher.
2. Satisfying time-on-task requirements before and/or after school.
3. Attending tutorial sessions as scheduled.
4. Attending Saturday classes.
5. Maintaining the attendance standards for the rest of the semester.

Appendix V

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

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

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.
4. Prohibited harassment includes dating violence as defined by this policy.

SEXUAL HARASSMENT

BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance;
or
3. Otherwise adversely affects the student's educational opportunities.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

DATING VIOLENCE Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include 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.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance;
or otherwise adversely affects the student's educational opportunities.

RETALIATION

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

PROHIBITED CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Alternatively, a student may report prohibited conduct directly to one of the District officials below:

DEFINITION OF DISTRICT OFFICIALS For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Earl Jarrett
Position: Superintendent
Address: 800 North Williams, Spur, TX 79370
Telephone: (806) 271-3272

SECTION 504 COORDINATOR Reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Lea Howell
Position: Counselor
Address: 800 North Calvert, Spur, TX 79370
Telephone: (806) 2711-3385

SUPERINTENDENT The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.

Appendix VI

- INTERROGATIONS Administrators, teachers, and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.
- BY SCHOOL OFFICIALS
- BY POLICE OR OTHER For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).
AUTHORITIES

SEARCHES DESKS AND LOCKERS

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators. Searches or inspections may be conducted at any time and without notice. Students shall be fully responsible for the security and contents of desks or lockers assigned to them. Students shall make certain that lockers are locked and that the keys or combinations are not given to others. Students shall not place or keep in a desk or locker any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be held responsible for any prohibited items found in their desks or lockers.

VEHICLES

School officials may search vehicles parked on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

USE OF TRAINED DOGS

The District shall use specially trained nonaggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. This program is implemented in response to drug- and alcohol-related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials. Searches of vehicles shall be conducted as described above.

NOTICE

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

PARENT NOTIFICATION

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

Appendix VII

TEXAS ESSENTIAL KNOWLEDGE AND SKILLS

A district that offers kindergarten through grade 5 must provide instruction in the required curriculum as specified in 19 TAC 74.1 (relating to Essential Knowledge and Skills).

The District shall ensure that sufficient time is provided for teachers to teach and students to learn English language arts, mathematics, science, social studies, fine arts, health, physical education, technology applications, and to the extent possible, languages other than English.

19 TAC 74.2

DAILY PHYSICAL ACTIVITY

The District shall require students in kindergarten through grade 5 to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the District's physical education program or through structured activity during a campus's daily recess.

If the District determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns or other factors, the District may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week.

The District must provide an exemption for a student who is unable to participate in the required physical activity because of illness or disability.

Education Code 28.002(l)

Appendix VIII

Courses in the foundation and enrichment curriculum in grades 6–12 must be provided in a manner that allows all grade promotion and high school graduation requirements to be met in a timely manner. The District is not required to offer a specific course in the foundation and enrichment curriculum except as specified in 19 TAC 74.3. 19 TAC 74.3(c)

GRADES 6–8

A district that offers grades 6–8 must provide instruction in the required curriculum as specified in 19 TAC 74.1, relating to essential knowledge and skills. The District shall ensure that sufficient time is provided for teachers to teach and for students to learn English language arts, mathematics, science, social studies, fine arts, health, physical education, technology applications, and to the extent possible, languages other than English. 19 TAC 74.3(a)

PHYSICAL ACTIVITY REQUIREMENTS

The District shall require students in grades 6–8 to participate in moderate or vigorous daily physical activity for at least 30 minutes for at least four semesters during those grade levels as part of the District's physical education curriculum.

The District may as an alternative require a student enrolled in a grade level for which the District uses block scheduling to participate in moderate or vigorous physical activity for at least 225 minutes during each period of two school weeks.

EXEMPTIONS

The District must provide an exemption for:

1. A student who is unable to participate in the required physical activity because of illness or disability; and
2. A student who participates in an extracurricular activity with a moderate or vigorous physical activity component that is considered a structured activity and meets the requirements for extracurricular activity as defined at 19 TAC 76.1001.

The District may allow an exemption for a student on a middle or junior high school campus participating in a school-related activity or an activity sponsored by a private league or club only if that activity meets each of the following requirements:

1. The activity must be structured;
2. The Board must certify the activity; and
3. The student must provide proof of participation in the activity.

A “structured activity” is an activity that meets, at a minimum, each of the following requirements:

1. The activity is based on the grade appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in 19 TAC chapter 116; and
2. The activity is organized and monitored by school personnel or by appropriately trained instructors who are part of a program that has been certified by the Board.

Education Code 28.002(l), (l-1); 19 TAC 103.1003

Appendix IX

CURRICULUM MASTERY

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]

STANDARDS FOR MASTERY

Mastery shall be determined as follows:

Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.

Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

GRADES 1–8

In grades 1–8, 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.

GRADES 9–12

Grade-level advancement for students in grades 9–12 shall be earned by course credits. [See EI]

STUDENTS WITH DISABILITIES

Promotion standards and appropriate assessment and acceleration options, as established by individualized education programs (IEP) or grade-level classification of students eligible for special education, shall be determined by the ARD committee.

LIMITED ENGLISH PROFICIENCY STUDENTS

In assessing students of limited English proficiency for mastery of the essential knowledge and skills, the District shall be flexible in determining methods to allow the students to demonstrate knowledge or competency independent of their English language skills in the following ways:

- 1. Assessment in the primary language.
- 2. Assessment using ESL methodologies.
- 3. Assessment with multiple varied instruments. [See EHBE]

STUDENT SUCCESS INITIATIVE

In addition to local standards for mastery and promotion, students in grades 3, 5, and 8 must meet the passing standard established by the State Board on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade.

DEFINITION OF 'PARENT'

For purposes of this policy and decisions related to the student success initiative, a student’s “parent” shall be defined to include either of the student’s parents or guardians; a person designated by the parent, by means of a Power of Attorney, to have responsibility for the student in all school-related matters [see FD]; a surrogate parent acting on behalf of a student with a disability; a person designated by the parent or guardian to serve on the grade placement

committee (GPC) for all purposes; or in the event that a parent, guardian, or designee cannot be located, a person designated by the Superintendent or designee to act on behalf of the student. [See EIE(LEGAL)]

ALTERNATE
ASSESSMENT
INSTRUMENT

The District shall use only the statewide assessment instrument for the third testing opportunity.

STANDARDS FOR
PROMOTION UPON
APPEAL

If a parent initiates an appeal of his or her child's retention following the student's failure to demonstrate proficiency after the third testing opportunity, the GPC shall review all facts and circumstances in accordance with law and shall apply the following standards in deciding to promote or retain the student:

1. Evidence of satisfactory student performance, including grades, portfolios, work samples, local assessments, previous state assessments, or individual reading or mathematics diagnostic tests or inventories, as appropriate;
2. Improvement in student test performance over the three testing opportunities;
3. Extenuating circumstances that may have adversely affected the student's participation in instruction, required assessments, or accelerated instruction; and
4. Consideration of whether a student was not enrolled in a Texas public school for part of the school year.

If all members of the GPC agree that the student is likely to perform on grade level if given additional accelerated instruction during the following school year, the student will be promoted.

Whether the GPC decides to promote or to retain a student in this manner, the committee shall determine an accelerated instruction plan for the student for the following school year, providing for interim reports to the student's parent and opportunities for the parent to consult with the teacher or principal as needed. The principal or designee shall monitor the student's progress during the following school year to ensure that he or she is progressing in accordance with the plan.

TRANSFER
STUDENTS

When a student transfers into the District having failed to demonstrate proficiency on applicable assessment instruments after two testing opportunities, a GPC shall convene for that student. The GPC shall review any available records of decisions regarding testing and accelerated instruction from the previous district and determine an accelerated instruction plan for the student.

If a parent initiates an appeal for promotion when a student transfers into the District having failed to demonstrate proficiency after three testing opportunities, the GPC shall review any available records of decisions regarding testing, accelerated instruction, retention, or promotion from the previous district and issue a decision in accordance with the District's standards for promotion.

REDUCING STUDENT
RETENTION

The District shall establish procedures designed to reduce retaining students at a grade level, with the ultimate goal being elimination of the practice of retaining students. [See EHBC]

Appendix X

MANDATORY DRUG-TESTING PROGRAM

The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored extracurricular activities. In the event that students in grade 6 are allowed to participate in athletics, such students who choose to participate in athletics shall be subject to the drug-testing requirements.

COVERED ACTIVITIES All school-sponsored extracurricular activities shall be included in the testing program.

SCOPE

A student participating in these activities shall be tested for the presence of illegal drugs at the beginning of each school year and prior to joining an extracurricular program at any time during the school year.

In addition, students shall be randomly tested throughout the school year.

PURPOSE

The purposes of the drug-testing program are to: help enforce a drug-free educational environment, deter student use of illegal drugs, and educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

DISTRIBUTION OF POLICY

The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected activity.

ORIENTATION MEETINGS

The District shall conduct meetings with parents and interested student participants prior to the beginning of the fall practice period.

District employees shall explain the drug-testing program, review the policy and consent form, and provide an educational presentation on the harmful effects of drug and alcohol abuse.

Student attendance at the orientation meeting is mandatory. Parent attendance at an orientation meeting shall be encouraged, but is not required.

CONSENT

Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities.

USE OF RESULTS

Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties.

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

CONFIDENTIALITY

Drug test results shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

TESTING LABORATORY

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' hair samples, urine samples, or cheek swabs.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

SUBSTANCES FOR WHICH TESTS ARE CONDUCTED

The drug-testing laboratory shall test for the presence of: marijuana, cocaine, methaqualone, benzodiazepines, phencyclidine (PCP), methadone, barbiturates, propoxyphene, amphetamines, opiates, and metabolites of any of these substances.

COLLECTION PROCEDURES

Personnel from the drug-testing laboratory shall collect hair samples, urine samples, or cheek swabs under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. When required to give a urine sample, a student shall produce a sample within a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

RANDOM TESTING

Random tests shall be conducted on as many as five dates throughout the school year.

No less than ten percent and no more than 25 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

REFUSAL TO TEST OR TAMPERING

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

CONFIRMATION OF POSITIVE RESULTS

An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive.

Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student's parent if the student is under the age of 18, and the coach or sponsor of the extracurricular activity to review the test results and discuss consequences.

The student or parent shall have two school days following the meeting to provide a medical explanation for a positive result.

RETESTING

If the student wishes to return to participation in extracurricular activities after any applicable consequences, the student must be retested at the end of the period of suspension and have a negative test result; following that, the student shall be retested on every random test date for the remainder of the student's enrollment in the District.

DRUG ABUSE PREVENTION

The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area.

CONSEQUENCES

Consequences of positive test results shall be cumulative through the student's enrollment in the District.

FIRST OFFENSE

Upon a first offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for 45 school days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

SECOND OFFENSE

Upon a second offense of receiving a confirmed positive drug test, a student shall be suspended from any extracurricular activity for 90 school days following the date the student and parent are notified of the test results.

During the period of suspension, the student may participate in practices but not in any competitive activities or performances.

THIRD OFFENSE

Upon a third offense of receiving a confirmed positive drug test, a student shall be suspended from participation in any extracurricular activity for the remainder of the student's enrollment in the District.

If the student's first offense occurred before grade 9, however, the third offense of receiving a confirmed positive drug test shall have the same consequences again as if it were the second offense. Upon any subsequent offense, the student shall be suspended from participation in extracurricular activities for the remainder of the student's enrollment in the District.

END-OF-SEMESTER SUSPENSIONS If a student's suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

APPEALS A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

Appendix XI

For purposes of the Equal Access Act, the District has established a limited open forum for secondary school students enrolled in the District. Each District secondary school campus shall offer an opportunity for noncurriculum-related student groups to meet on school premises during noninstructional time.

The District has not established a limited public forum for elementary school students to meet as noncurriculum-related student groups on school premises during noninstructional time. [See GKD for community access]

SPONSORSHIP

Noncurriculum-related student groups shall not be sponsored by the District and shall in no way imply to students or to the public that they are school-sponsored. All letterheads, flyers, posters, or other communications that identify the group shall contain a disclaimer of such sponsorship.

District personnel shall not promote, lead, or participate in the meetings of noncurriculum-related student groups.

[For student activities sponsored by the District and having subject matter and purposes directly related to the school's curriculum, see FM]

REQUESTS

To receive permission to meet on school premises during noninstructional time, interested students shall file a written request with the Superintendent on a form provided by the District.

The students making the request shall indicate that they have read and understand the policies and rules governing nonsponsored, noncurriculum-related student groups and that the group will abide by those rules.

APPROVAL

The Superintendent shall approve or reject the request within seven school days, subject to the availability of suitable meeting space and without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the group's meetings.

Approval to meet as a nonsponsored, noncurriculum-related group shall be granted for one school year at a time, subject to the provisions of this policy.

MEETINGS

The Superintendent shall designate noninstructional time for meetings of nonsponsored, noncurriculum-related student groups and shall assign each approved group an appropriate location and time.

EMPLOYEE MONITOR

The principal shall assign a District employee to attend and monitor each student group meeting. Monitors shall be present at meetings and activities in a nonparticipatory capacity to maintain order and protect school property.

No employee shall be required to monitor meetings at which the content of the speech would be objectionable to the employee.

ANNOUNCEMENTS AND PUBLICITY All nonsponsored, noncurriculum-related student groups shall be given access on the same basis for making announcements and publicizing their meetings and activities, in accordance with guidelines developed by the principal.

[For distribution of nonschool materials, see FNAA]

VIOLATIONS

Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises.

In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Student Code of Conduct.

APPEALS

Decisions made by the administration in accordance with this policy may be appealed in accordance with FNG(LOCAL).

Appendix XII

USE OF DISTRICT FACILITIES School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

COMPETITIVE TRYOUTS

In any extracurricular activity for which judges or appraisers make written evaluations or use other written scoring materials during tryouts, the judges or appraisers shall not remain anonymous. The written materials shall identify judges or appraisers either by name or by a numeric code.

The sponsor of such an activity shall develop written guidelines for evaluating or scoring the students and for communicating the results to students and parents. These guidelines shall be approved by the principal and distributed to students and parents prior to the tryouts. Each student and parent shall sign an acknowledgement of having received the guidelines.

Completed evaluations and other written scoring materials shall be available for review by parents, in accordance with law. [See FL]

Appendix XIII

All publications edited, printed, or distributed in the name of or within the District schools shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and shall be carefully edited to reflect the ideals and expectations of the citizens of the District for their schools. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the Superintendent's approval.

ADVERTISING

Advertising in individual school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

COMPLAINTS

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with FNG.

Appendix XIV

COMMENCEMENT EXERCISES

Students who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable exit-level testing requirements shall be allowed to participate in commencement activities and ceremonies. [See EI, EIF]

Appendix XV

CERTIFICATES OF COURSEWORK COMPLETION

Certificates of coursework completion shall be issued to senior students who successfully complete state and local credit requirements for graduation, but who fail to meet all applicable exit-level testing requirements. The student's academic achievement record shall indicate the date on which the certificate was issued. [See EIF, FMH]

PARTIAL CREDIT

When a student earns a passing grade for one semester of a two-semester course, but the combined grade for the two semesters is lower than 70, the student shall be required to retake only the failed semester so long as the student raises the combined average to at least 70 before the beginning of the following school year, e.g., through an online or correspondence course.

AWARD OF CREDIT OR GRADE

Any student, including a migrant or homeless student, who enrolls after the first day of instruction or who withdraws early shall be provided opportunities to achieve mastery of the essential knowledge and skills to meet course requirements. Teachers and counselors shall consider the student's particular circumstances in determining appropriate opportunities, which may include, but not be limited to:

1. Individualized work.
2. Tutorial sessions.
3. Testing to verify mastery of the essential knowledge and skills.
4. Early final examinations.

Appendix XVI

MINIMUM PROGRAM

The District requires no additional credits for graduation under the Minimum Program beyond those mandated by the state.

RECOMMENDED PROGRAM

The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state.

ADVANCED / DISTINGUISHED ACHIEVEMENT PROGRAM

The District requires no additional credits for graduation under the Advanced/Distinguished Achievement Program beyond those mandated by the state.

- | | |
|-------------------------------------|--|
| PHYSICAL EDUCATION SUBSTITUTIONS | The District shall allow students to substitute for the 1.5 required credits of physical education participation in the physical activities in the courses listed for this purpose in state rules. [See EIF(LLEGAL)] |
| NO OTHER PHYSICAL ACTIVITY PROGRAMS | The District shall not award state graduation credit for physical education for private or commercially sponsored physical activity programs conducted either on or off campus. [See also EHAC] |
| NO READING CREDITS | The District shall not offer state graduation credit for reading. |

Appendix XVII

- | | |
|---------------------------|--|
| INVOCATIONS/ BENEDICTIONS | School officials shall not direct the performance of a formal religious exercise at promotional and graduation ceremonies. <i>Lee v. Weisman, 505 U.S. 577 (1992)</i> (addressing prayer by clergy at graduation) |
| SCHOOL-SPONSORED SPEECH | The District shall not adopt a policy that establishes an improper majoritarian election on religion and has the purpose and creates the perception of encouraging the delivery of prayer at a series of important school events. The religious liberty protected by the Constitution is abridged when a district affirmatively sponsors the particular religious practice of prayer. <i>Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)</i> (addressing school-sponsored, student-led prayer delivered over the public address system at high school football games) |

Note: In *Jones v. Clear Creek Indep. Sch. Dist.*, 977 F.2d 963 (5th Cir. 1992), cert. denied, 508 U.S. 967 (1993), the Fifth Circuit Court of Appeals held that a district may permit a graduating

senior class, with the advice and counsel of the senior class sponsor, to select student volunteers to deliver nonsectarian, nonproselytizing invocations and benedictions for the purpose of solemnizing graduation ceremonies. Although not expressly overruled, the precedential value of this case has been called into question by the United States Supreme Court's decision in *Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290 (2000).

PRIVATE STUDENT
SPEECH

The District shall adopt a policy that includes the establishment of a limited public forum for student speakers at all school events at which a student is to publicly speak. *Education Code 25.152* [See FNA(LEGAL) at EXPRESSION OF RELIGIOUS VIEWPOINTS]

Appendix XVIII

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

REGISTERED SEX
OFFENDERS ON
DISTRICT PREMISES

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

Appendix XIX

| | |
|--------------------------------|---|
| GUIDING PRINCIPLES | The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. |
| INFORMAL PROCESS | |
| FORMAL PROCESS | |
| | <p>If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p> |
| FREEDOM FROM RETALIATION | Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint. |
| NOTICE TO STUDENTS AND PARENTS | The District shall inform students and parents of this policy. |
| COMPLAINTS | In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below. |
| EXCEPTIONS | <p>This policy shall not apply to:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination or harassment based on race, color, religion, gender, national origin, disability, or religion. [See FFH]2. Complaints concerning dating violence. [See FFH]3. Complaints concerning retaliation related to discrimination and harassment. [See FFH]4. Complaints concerning bullying. [See FFI]5. Complaints concerning loss of credit on the basis of attendance. [See FEC]6. Complaints concerning removal to a disciplinary alternative education program. [See FOC]7. Complaints concerning expulsion. [See FOD and the Student Code of Conduct]8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. [See FB] |

9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. [See EHBA, FOF, and the parents' rights handbook provided to parents of all students referred to special education]
10. Complaints concerning instructional materials. [See EFA]
11. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
12. Complaints concerning intradistrict transfers or campus assignments. [See FDB]

GENERAL PROVISIONS

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS

"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

REPRESENTATIVE

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

CONSOLIDATING COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

UNTIMELY FILINGS

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

LEVEL ONE Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied on by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**Spur Independent School District
Student/Parent Complaint Form
LEVEL ONE**

Complete this form in accordance with District policy FNG (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal in accordance with policy FNG (LOCAL).

1. Name _____
2. The date of the event or action that gave rise to this complaint _____
3. A detailed factual description of all of the circumstance(s) that gave rise to this complaint.
(Use additional pages if necessary.)

4. Explain specifically how you were harmed or injured by the facts that you provided in response to item 3 above.

5. Specifically identify, and attach if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

6. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

7. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

8. Identify the remedy you seek for this complaint.

Student's/Parent's Signature

Date Submitted

Name, address, and telephone and fax number of representative, if any.

**PURCHASING
INSURANCE**

Appendix XX

The Board may purchase insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus. Such insurance shall be purchased from a reliable insurance company authorized to do business in Texas and shall be on forms approved by the commissioner of insurance. The amount shall be in keeping with the financial condition of the District and shall not exceed the amount that the Board considers reasonably necessary to afford adequate medical treatment of students so injured.

**PAYMENT OF
PREMIUMS**

The cost of student insurance shall constitute a legitimate part of the total cost of operating the District.

**NO LIABILITY FOR
FAILURE TO
PURCHASE**

The failure of the Board to purchase student insurance shall not be construed as placing any legal liability upon the District or its officers, agents, or employees, for any injury that may result.

Education Code 33.085

OTHER COVERAGE

The District is not authorized to spend public funds on insurance to benefit persons to whom it owes no legal duty and shall not expend public funds for that purpose. Unauthorized insurance includes no-fault personal injury protection and uninsured motorist coverage. *Tex. Const., Art. 3, Secs. 50–52; Atty. Gen. Op. H-602 (1975)*

Appendix XXI(local)

STUDENT ILLNESS Procedures shall be established by the administration to ensure that proper attention is given any student who becomes ill during the course of a school day.

ACCIDENTS INVOLVING STUDENTS Emergency procedures shall be established by the administration to ensure proper attention for any student injured at school. Records shall be maintained on all accidents that require the attention of a medical doctor.

EMERGENCY TREATMENT FORMS Each year, students and parents shall complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law.

ADMINISTERING MEDICATION No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

EXCEPTIONS Employees authorized by the Superintendent or designee may administer to students:

PROVIDED BY PARENT

1. Prescription medication in accordance with legal requirements. [See FFAC(LLEGAL)]
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.

PSYCHOTROPICS

Except as permitted by Education Code 38.016, an employee shall not:

1. Recommend to a student or a parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

XXI (Legal)

CONSENT TO MEDICAL TREATMENT The school in which a minor student is enrolled may consent to medical, dental, psychological, and surgical treatment of that student, provided all of the following conditions are met:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.

3. Written authorization to consent has been received from that person.

Family Code 32.001(a)(4)

FORM OF CONSENT Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the person giving consent and the person's relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

Family Code 32.002

MINOR'S CONSENT TO TREATMENT

A minor may consent to medical, dental, psychological, and surgical treatment furnished by a licensed physician or dentist if the minor:

1. Is 16 years of age and residing separate and apart from the minor's parents, managing conservator, or guardian, with or without the consent of the parents, conservator, or guardian and regardless of the duration of the residence, and is managing his or her own financial affairs, regardless of the source of the income;
2. Consents to the diagnosis and treatment of any infectious, contagious, or communicable disease required to be reported to the Texas Department of State Health Services, including all reportable diseases under Health and Safety Code 81.041;
3. Is unmarried and pregnant, and consents to hospital, medical, or surgical treatment, other than abortion, related to her pregnancy; or
4. Consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use.

Family Code 32.003; Planned Parenthood of Cent. Mo. v. Danforth, 428 U.S. 52 (1976); Bellotti v. Baird, 443 U.S. 622 (1979)

ADMINISTERING MEDICATION

Upon adoption of policies concerning the administration of medication to students by District employees, the District, the Board, and the District's employees are immune as described below, provided:

1. The District has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. When administering prescription medication, the medication is administered either:
 - a. From a container that appears to be the original container and to be properly labeled; or

- b. From a properly labeled unit dosage container filled by a registered nurse or another qualified District employee, as determined by District policy, from a container that appears to be the original container and to be properly labeled.

BY VOLUNTEER PROFESSIONALS

If the District provides liability insurance for a licensed physician or registered nurse who provides volunteer services to the District, the Board may allow the physician or nurse to administer to any student nonprescription medication or medication currently prescribed for the student by the student's personal physician.

IMMUNITY FROM CIVIL LIABILITY

The District, the Board, and its employees shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student in accordance with this policy.

Education Code 22.052(a), (b)

[See DG regarding Protection of Nurses for refusal to perform acts]

SELF-ADMINISTRATION OF ASTHMA OR ANAPHYLAXIS MEDICINE

A student with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine while on school property or at a school-related event or activity if:

1. The medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. The student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
4. A parent of the student provides to the school:
 - a. Written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and
 - b. A written statement, signed by the student's physician or other licensed health care provider, that states:
 - (1) That the student has asthma or anaphylaxis and is capable of self-administering the medicine;
 - (2) The name and purpose of the medicine;
 - (3) The prescribed dosage for the medicine;
 - (4) The times at which or circumstances under which the medicine may be administered; and
 - (5) The period for which the medicine is prescribed.

The physician's statement must be kept on file in the school nurse's office, or, if there is no school nurse, in the office of the principal of the school the student attends.

NO WAIVER OF IMMUNITY

The provisions above neither waive any liability or immunity nor create any liability for or a cause of action against the District, the Board, or its employees.

Education Code 38.015

DIETARY SUPPLEMENTS

A District employee commits a Class C misdemeanor offense if the employee:

1. Knowingly sells, markets, or distributes a dietary supplement that contains performance enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's District duties; or
2. Knowingly endorses or suggests the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance enhancing compounds by a primary or secondary education student with whom the employee has contact as part of the employee's District duties.

Education Code 38.011(a), (c)

PRESCRIPTION MEDICATION AND SPECIAL EDUCATION STUDENTS

An employee of the District is prohibited from requiring a child to obtain a prescription for a substance covered under the federal Controlled Substances Act (21 U.S.C. 801 et seq.) as a condition of attending school, receiving an evaluation for special education, or receiving special education and related services.

An employee is not prohibited from consulting or sharing classroom-based observations with parents regarding a student's academic and functional performance, behavior in the classroom or school, or the need for evaluation for special education or related services.

20 U.S.C. 1412(a)(25)

PSYCHOTROPICS AND PSYCHIATRIC EVALUATIONS

A District employee may not:

1. Recommend that a student use a psychotropic drug; or
2. Suggest any particular diagnosis; or
3. Use the refusal by a parent to consent to administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student as grounds, by itself, for prohibiting the child from attending a class or participating in a school-related activity.

Psychotropic drug means a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior.

Education Code 38.016(b) does not:

1. Prevent an appropriate referral under the Child Find system required under 20 U.S.C. Section 1412, as amended; or

2. Prohibit a District employee who is a registered nurse, advanced nurse practitioner, physician, or certified or appropriately credentialed mental health professional from recommending that a child be evaluated by an appropriate medical practitioner; or
3. Prohibit a school employee from discussing any aspect of a child's behavior or academic progress with the child's parent or another District employee.

The Board shall adopt a policy to ensure implementation and enforcement of Education Code 38.016.

A violation of Education Code 38.016(b) does not override the immunity from personal liability granted in Education Code 22.0511 or other law or the District's sovereign or governmental immunity.

Education Code 38.016

Appendix XXII

TELECOMMUNICATIONS DEVICES

District employees may confiscate telecommunications devices, including mobile telephones, used in violation of applicable campus rules.

The District shall not charge a fee for the release of a telecommunications device. In accordance with the student handbook, the student or the student's parents may retrieve a device after receiving notification from the District.

If a telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

OTHER ELECTRONIC DEVICES

Guidelines regarding other electronic devices shall be addressed in the student handbook

Appendix XXIII

Acceptance of Policy - Students

2011-2012

Student Section

I have read the Acceptable Use Policy, including the Consequences for Violations, and agree to follow the rules contained in the Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

User Name (please print): _____ Grade: _____

User Signature: _____ Date: _____



Student Drop Form
(Please use one per student per course.)

| | |
|---|--|
| <p>Allotment funded seats:</p> <ul style="list-style-type: none"> Students may be dropped from a TxVSN High School course up to <u>10 days</u> after course instruction starts without academic penalty. Students may be dropped from a TxVSN High School course designated as <u>accelerated</u> up to the <u>4 days</u> after instruction starts without academic penalty. In the case of TxVSN Dual Credit courses, the Receiving District will follow the drop policy as defined by the college or university and stated in the TxVSN course details. | <p>Fee-based seats:</p> <ul style="list-style-type: none"> Providers agree to give student a <u>10-school day</u> drop period after course start date without academic or financial penalty. The receiving district is liable for cost on the 11th school day. Providers agree to give a <u>4 day</u> drop period for an <u>accelerated</u> course without academic or financial penalty. The receiving district is liable for costs on the 5th school day. |
| <p>If the student is dropped after the periods stated above, the Receiving District will:</p> <ul style="list-style-type: none"> <input type="radio"/> Record the grade provided and, <input type="radio"/> Transcript the grade per draft Commissioner's Rules | |

Receiving School Information

School District: _____
 Campus Name: _____
 Campus Address: _____
 Campus Phone: _____
 Campus Fax: _____

Site Coordinator Information

Name: _____
 Phone: _____
 E-Mail: _____

Student Information

Name of Student: _____
 Course Start Date: _____
 Date Dropped: _____
 Reason for Dropping Course: _____

Course Information:

Provider Name: _____
 School Semester: _____
 Course PEIMS ID: _____
 Course Name: _____
 Course Semester: _____
 Instructor's Name: _____
 Payment Type: Allotment: Fee-Based: Course Cost: \$ _____

Printed Name and Title _____

Signature _____ Date _____

| | |
|--|--|
| <p>Please send signed form to: txvsncentral@txvsn.org Fax: 713-696-3130</p> | <p>Or mail to: TxVSN Central Operations 6300 Irvington Boulevard Houston, Texas 77022</p> |
|--|--|

TxVSN use only: Date Received: _____ Order Number: _____ Form updated: 9-16-2010