

**STUDENT HANDBOOK  
2011-2012**



*"Because They Think They Can, They Will."*

## **DISTRICT'S BOARD OF TRUSTEES**

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by law and state Board of Education rules.

The Board of Trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected at large and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District. Members of the Industrial ISD Board of Trustees are as follows:

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**Delano Kinsfather, Secretary**

**Tim Garcia, Trustee**

**Lee Lewis, Trustee**

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**Chad Williams, Trustee**

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The Board of Trustees meets regularly on the second Monday of each month at 6:00 p.m. in the Administration Office, Vanderbilt, Texas. Meeting dates and times are posted in the marquee located in front of the Administration Office and on each campus at least seventy-two (72) hours preceding the meeting.

## **STAFF LISTING**

### **Central Administration**

Tony Williams, Superintendent

Jessica Hunt, Business Administrator

Cara Cooke, Assistant Superintendent in Charge of Curriculum & Instruction

Nathan Sappington, Network Coordinator

Lorie Paul, Administrative Secretary

Debbie Spring, Payroll & PEIMS Clerk

Tina Coleman, Accounts Payable Clerk

**Campus Administrators**

Jim Green, Principal for Industrial High School  
Cynthia Adams, Asst. Principal for Industrial High School  
Caleb McCain, Principal for Industrial Junior High  
Shelley Dominguez, Principal for Industrial Elementary East  
Dianne Juroske, Principal for Industrial Elementary West

**Counselors**

Melody Vickery, District Counseling Coordinator & High School Counselor  
Lieuven Boyd, Industrial Junior High  
Debrah Cole, Industrial Elementary East and West

**Nurses**

Kathy Kuchler, RN, District-Wide

**Maintenance**

Jeff Woodring, Director of Maintenance & Transportation

\*\*\*\*\*

**Industrial Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Tony Williams, Superintendent of Schools is the compliance officer.**

\*\*\*\*\*

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## **PREFACE**

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

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

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

Both students and parents should become familiar with the Industrial I.S.D. Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents, posted online at [www.iisd1.org](http://www.iisd1.org), and available in the principal’s office.

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

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

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

Also, please complete and return to your child’s campus the following required forms available online @ [iisd1.org](http://iisd1.org) or from the campus secretary:

### **Annual Registration Forms/Paperwork**

#### **Forms only available from the school office**

- 1. Registration Form** – Review the form and make corrections in ink.
- 2. Free and Reduced Lunch Application** – If your student does not qualify simply place N/A and write your student’s name on the top of the form. If you apply, a letter will be sent to you from the Administration Office letting you know if you qualify.

3. **Student Insurance Form** – Place your student’s name at the top of the page, mark accept or deny, and sign. If you accept the insurance, please remember to send a check for payment
4. **Records Request Form**\* - For new students only.

**Forms available online (if you prefer to use them)**

**4. Student Forms Checklist**

5. **Acknowledgement Form** – Initial and mark yes/no where requested and sign. The information listed in the Student Handbook which is found on the Industrial ISD website at [www.iisd1.org](http://www.iisd1.org). If you need a hard copy of the handbook before completing the forms, please notify the office.
6. **Student Drug Testing Consent Form** – Student and parent must sign. This is required for extra-curricular participation or for students to drive and park on campus.
7. **Student Health and Emergency Form** – Please complete and initial in the appropriate places.
8. **Epi-pen Administration Form** – Please complete and initial in the appropriate places.
9. **Prescription/Non-Prescription Medication Form** – Please complete and initial in the appropriate places.
10. **Transportation Form** – One form for each student. This is used for all bus transportation including field trips and extra-curricular travel.
11. **Employment Survey** – Please complete and sign.
12. **Cell Phone Form** – Please read and discuss with your student. Parent and student signatures are required.
13. **Home Language Survey**\* - For new students only.
14. **Student Residency Questionnaire**\* – For new students only.
15. **School & Parent Compact Form** (I.H.S./I.J.H.S.)
16. **School & Parent Compact Form** (IEE)
17. **AR Honor Code** (I.H.S./I.J.H.S. & IEE/IEW)
18. **TEA Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**\* - For new students only.

[See **Obtaining Information and Protecting Student Rights** on page 4 and **Directory Information** on page 11 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.iisd1.org](http://www.iisd1.org).

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Industrial I.S.D. Student Handbook includes information on topics of particular interest to you as a parent.

### PARENTAL INVOLVEMENT

#### Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 27 and **Academic Programs** on page 16.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 361-284-3226 (HS Ext. 1204; JH Ext. 1303; IEE Ext. 1403; IEW Ext. 1503) for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 56.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact 361-284-3226 (HS Ext. 1204; JH Ext. 1303; IEE Ext. 1403; IEW Ext. 1503).]
- Participating in campus parent organizations. Parent organizations include: Industrial Athletic Booster Club, Industrial Band Booster Club, Industrial JH PTC, Industrial Elementary East PTC, Industrial Elementary West PTC, Industrial Sr. Class project Celebration, Industrial Cheerleader Booster Club, Industrial Friends of Tennis Club.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Tony Williams, Superintendent, P.O. Box 369, 167 Fifth Street, Vanderbilt, Texas 77991, 361-284-3226 Ext. 1175 or [twilliams@iisd1.org](mailto:twilliams@iisd1.org).
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF,

EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 49.]

- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Cara Cooke and may be contacted at 361-284-3226 Ext. 1183, [ccooke@iisd1.org](mailto:ccooke@iisd1.org), or my mail at Industrial I.S.D., PO Box 36, Vanderbilt, Texas 77991.

## **PARENTAL RIGHTS**

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **“Opting Out” of Surveys and Activities**

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

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

screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Inspecting Surveys**

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

### **Requesting Professional Qualifications of Teachers and Staff**

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

### **Reviewing Instructional Materials**

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

[Also see **Removing a Student from Human Sexuality Instruction** on page 6 for additional information.]

### **Displaying a Student's Artwork and Projects**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,

- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 9.]

### **Granting Permission to Video or Audio Record a Student**

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

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

### **Granting Permission to Receive Parenting and Paternity Awareness Instruction**

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

### **Removing a Student Temporarily from the Classroom**

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

### **Removing a Student from Human Sexuality Instruction**

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

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

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

- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 54 and policy EC(LEGAL).]

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

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

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

### **Requesting Notices of Certain Student Misconduct**

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

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

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

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **School Safety Transfers**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the principal or superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or principal for information. [See policy FDB.]  
[See **Bullying** on page 17, and policy FFI(LOCAL).]
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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

### **Parents of Students with Disabilities**

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

### ***Request for the Use of a Service Animal***

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### ***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 (RtI). The

implementation of RtI 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 parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Tony Williams at 361-284-3226 Ext. 1175.

### **Parents of Students who speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Accommodations for Children of Military Families**

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

## Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 167 Fifth Street, Vanderbilt, Texas 77991.

The addresses of the principals' offices are:

**Industrial High School**

Jim Green  
187 Fifth Street  
P.O. Box 399  
Vanderbilt, Texas 77991

**Industrial Junior High School**

Caleb McCain  
#3 Fifth Street  
P.O. Box 367  
Vanderbilt, Texas 77991

**Industrial Elementary East**

Shelley Dominguez  
390 Main Street  
P.O. Box 369  
Vanderbilt, Texas 77991

**Industrial Elementary West**

Dianne Juroske  
599 FM 444  
Inez, Texas 77968

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 56, and **Student or Parent Complaints and Concerns** on page 22 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.iisd1.org](http://www.iisd1.org).

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

**Please note:**

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

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5901

### ***Directory Information***

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Acknowledgement Form” found on website @ [www.iisd1.org](http://www.iisd1.org) under Student Handbook/Forms. See the paragraph titled “Note” for instructions in this regard.]

### ***Directory Information for School-Sponsored Purposes***

The district often needs to use student information for the following school-sponsored purposes: working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs.

For these specific school-sponsored purposes, the district would like to use your child’s:

1. Admissions data, personal and family data including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluations.
4. All documentation regarding a student’s testing history and any accelerated instruction he or she has received, including any documentation of discussion or action by a grade placement committee convened for the student.
5. Health services record, including:
  - a. The results of any tuberculin tests required by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides. [See FFAA]
  - c. Immunization records. [See FFAB]
6. Attendance records.
7. Student questionnaires.
8. Records of teacher, counselor, or administrative conferences with the student or pertaining to the student.
9. Verified reports of serious or recurrent behavior patterns.
10. Copies of correspondence with parents and others concerned with the student.
11. Records transferred from other districts in which the student was enrolled.

12. Records pertaining to participation in extracurricular activities.
13. Information relating to student participation in special programs.
14. Records of fees assessed and paid.
15. Records pertaining to student and parent complaints.
16. Other records that may contribute to an understanding of the student.

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

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

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

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. If you do not want the district to provide this information to military recruiters or institutions of higher education, see instructions found on the Acknowledgement Form.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus principal at [361-284-3226 (HS Ext. 1200, JH Ext. 1300; IEE Ext. 1200; IEW Ext. 1500)].

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

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

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

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

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

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

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

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

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law. [See policy FEA(LEGAL).]

### **Attendance for Credit**

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

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

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

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

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

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

### **Parent's Note after an Absence**

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

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

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

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

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the

student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 27 of this handbook and policies at EIF.]

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression 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 is prohibited by the district and 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, or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

[Also see **School Safety Transfers** on page 8, **Hazing** on page 47, and policy FFI(LOCAL).]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Home Economics, Industrial Technology/Tech Prep, Business Applications, Agriculture, NCCER Certificate courses, and Process Operators Course. Admission to these programs is based on student requests and course prerequisites.

Industrial ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 54 for additional information regarding the district's efforts regarding participation in these programs.]

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at FFH(LOCAL). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused.

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## **CLASS RANK / HIGHEST RANKING STUDENT**

The purpose of class rank is to identify students from highest GPA to lowest GPA. In an effort to be fair and impartial, and reflect the students true **academic standing**; the only courses that will be used to calculate class rank will be English, Math, Science, Social Studies, and Foreign Language courses.

Beginning with 2011-2012, high school students will have the following weight used for determining GPA:

- 10 points per completion of semester will be added for all Pre-AP courses.
- 20 points per completion of semester will be added for all AP courses and Pre-AP Pre-Cal.
- 10 points per completion of semester will be added for the following courses: Foreign Language 3 and above and Regular Pre-Cal.
- College core classes taught by an Industrial ISD instructor will be calculated as a class towards GPA.
- All students on the Recommended Graduation Program or Distinguished Achievement Program will be ranked higher than students on the Minimum Program.
- Courses for which credit is earned in summer school, by correspondence, by credit by examination, or in middle school shall not be included in the calculation of class rank. Distance learning classes taught by staff away from the District's campus shall not be included in the determination of class rank.
- Courses taken at the college or university campus for college credit only shall not count toward class rank.
- Grades for high school courses taken at a junior high or middle school campus shall not count toward class rank.

### ***Honor Graduates***

Students who finish with an average of ninety percent (90%) or above in each graduating class shall be deemed honor graduates.

### ***Valedictorian/Salutatorian***

Valedictorian – The highest-ranking student at the end of the 5<sup>th</sup> 6 weeks of the senior year.

Salutatorian – The second highest-ranking student at the end of the 5<sup>th</sup> 6 weeks of the senior year.

### **TIES:**

In case of a tie for the Valedictorian or Salutatorian the following methods will be used to determine who shall be recognized as Valedictorian and Salutatorian:

Method #1 – Compute the GPA to a sufficient number of decimal places until the tie is broken. If a tie remains used method #2.

Method #2 – Compare the student's scores on college entrance exams, if the tying students have taken the same tests. Where needed, a formula will be used to weigh and combine ACT & SAT scores.

### ***Transfers/Transfer Credits***

To be eligible for Valedictorian or Salutatorian honors, a student must have been continuously enrolled in Industrial High School for the 4 semesters preceding graduation. This residency rule does not apply to qualifying for the top 10% of the graduating class.

A student who transfers into Industrial High School shall receive credits and points counted toward the GPA if the same courses they are bringing in are offered at I.H.S. In the event that the course is not offered at Industrial High School, the course can count towards graduation but not towards GPA for class rank purposes.

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

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

[For further information, see policies at EIC.]

## **CLASS SCHEDULES**

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

## **COLLEGE AND UNIVERSITY ADMISSIONS**

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

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

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

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

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

[See also **Class Rank/Highest Ranking Student** on page 18 for information specifically related to how the district calculates a student's rank in class].

## **COLLEGE CREDIT COURSES**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Victoria College ;
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

High School juniors and seniors may be admitted to Victoria College provided they have an 85 or above average and written permission of the appropriate teacher and the high school Principal. Students must submit the letter and a transcript prior to admission to the Admissions and Records Office. In addition, students must pass the THEA or alternative test to THEA in meeting the assessment prerequisite(s) for a course. Early Admission students are limited to enrolling in two courses per semester. After high school graduation, students must submit a second transcript showing the date of graduation. High school juniors and seniors must adhere to all Victoria College admission policies and procedures related to testing, registration, and paying of tuition and fees.

Classes will be offered for dual credit through the interactive television in Victoria College's Distance Learning Lab. College Algebra is also offered through an on-campus Victoria College professor. College classes are an increased higher level of work. If a student does not do well, they may be harmed later particularly if they seek admission to a competitive admissions college. In addition, federal financial aid (Pell Grants, student loans, etc.) upon which many of them will depend wherever they attend college, is dependent upon satisfactory academic performance. If a high school student fails a class, he/she is placed on academic and financial aid probation. In order for a student to register for a college class, the student must have satisfactorily completed the THEA test by the June testing deadline. Students are required to pass all sections of the TAKS test. The student must also be on the recommended graduation plan and completed Chemistry and Pre Cal at the high school level. The student needs to discuss with the high school counselor what course is right for the student's college degree plan.

Only with Principal's approval may a student take two extra curricular activities such as golf and tennis during the Spring Semester. A student cannot miss more than one class a week due to extra curricular activities. By the mid term withdrawal date, a student must be passing the college class or they will be withdrawn and placed in a regular high school class or a computer based course at the appropriate level. The college grade will transfer to the regular high school class the student is placed in.

The approximate cost of each of the classes is \$350 depending on if you live in Victoria or Jackson County. This includes the textbook you will need to purchase. Fee statements are mailed to students directly from the college. Please see the college website for the fee payment schedule.

Classes at Industrial I.S.D. will be offered for dual credit through the interactive television in the High School Distance Learning Lab. Please see the Registrar for pre-requisites of these classes.

The following classes will be offered in the Fall:

English/Rhetoric and Composition	Time – 9:00 a.m.
U.S. History to 1877	Time – TBA
College Algebra	Time – TBA
On-Line Classes to be announced by Victoria College	

The following classes will be offered in the Spring:

English/Composition and Research	Time – 9:00 a.m.
Psychology	Time – TBA
On-Line Classes to be announced by Victoria College	

English 1301 and English 1302 must be completed to receive the requirement for high school. There is no substitution. Please see the Counselor to discuss what course is right for the student's college degree plan.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.iisd1.org](http://www.iisd1.org).

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

## **COMPUTER RESOURCES**

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

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

### **Industrial ISD Computer Usage Agreement**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instruction and administrative purposes.

#### **Availability of Access**

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system(s) is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with District policies and regulations. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

#### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

#### **Monitored Use**

Electronic mail transmissions and other use of the electronic communication system(s) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

#### **Internet Safety**

The Industrial Independent School District:

- Controls students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensures student safety and security when using electronic communications;
- Prevents unauthorized access, including hacking and other unlawful activities; and
- Restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Filtering**

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

## **Disclaimer of Liability**

The District shall not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

## **Training**

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the District's acceptable use guidelines. Training in the District's system(s) will emphasize ethical use of the system's resources.

## **Copyright**

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).

## **System Access**

With the approval of the principal, or division/departmental supervisor or designee, users will be granted appropriate access to the District's system(s). Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with District policies and regulations.

## **System(s) Coordinator's Responsibilities**

The system coordinator(s) (principal, or division/department supervisor, or designee) for the electronic communication system(s) will:

1. Be responsible for the disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system(s).
2. Ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the system coordinator.
3. Ensure that all employees supervising students who use the District's system(s) provide training emphasizing the appropriate uses of these resources.

4. Be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
5. Be authorized to set limits for disk utilization on the system(s), as needed.

### **Individual User Responsibilities**

The following standards will apply to all users of the District's electronic information/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with District policies and regulations:

1. The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District Policy.
2. System users may not use another person's ID or password.
3. System users shall maintain electronic information in accordance with established guidelines.
4. System users may not upload programs to the District's system(s) without appropriate authorization.
5. System users may not knowingly bring prohibited materials into the District's electronic communication system(s).

Users who violate these standards may be subject to disciplinary action in accordance with District policy and/or legal actions.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy District equipment or materials, data or another user of the District's system(s), or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of District policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **Limitation/Termination/and/or Revocation of System User Access**

The District may limit, suspend or revoke a system user's access to the District's system(s) upon violation of District policy or administrative regulations regarding acceptable use.

### **Warning**

System users and parents of students with access to the District's electronic communication system(s) should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material.

## **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communication system(s).

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

## **CONDUCT**

### **Applicability of School Rules**

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

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

## **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

Students must be fever free for 24 hours before coming to school.

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

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 9<sup>th</sup>-12<sup>th</sup> will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

### **Personal Counseling**

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

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological

examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

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

## **COURSE CREDIT**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

## **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

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

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

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

[For further information, see the counselor and policy EHDB(LOCAL).]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2011–2012 school year include:

Dates Scheduled: This information is established by Region III ESC.

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student’s parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

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

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. 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 or on the district's Web site at [www.iisd1.org](http://www.iisd1.org).

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.

## **Investigation of Report**

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

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

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

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

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 29 and 30.]

## **DISTANCE LEARNING**

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

The district permits high school students to take correspondence courses – by mail or via the Internet – for credit toward high school graduation.

A maximum of three (3) credits may be earned through correspondence courses, or one course per year.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 35.]

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

The additional distance learning opportunities available to district students are available from the High School Registrar or Counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

The school yearbook is available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 12.]

### **Nonschool Materials...from students**

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the

school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated an area in the campus office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Nonschool Materials...from others**

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

Prior review will not be required for:

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

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

## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. This code is to be followed at school, at all school functions, and on school busses. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### **Shorts, Skirt/Dress Length and Pants**

Shorts, skirts/split skirts, and dresses may be worn provided that they meet the following guidelines:

The length should be no shorter than 5" from the floor in a kneeling position.

Shorts should be loose fitting, hemmed or cuffed and must be worn at the normal waistline.

No sport shorts, cut-offs, boxer shorts, windshorts, wind pants, sweat pants, pajamas, or biker/spandex shorts will be permitted.

No baggy/oversized pants allowed, or pants with holes, rips, frays, or tears above the knee. Pants must not reveal any type of under clothing or skin.

Leggings may be worn, but only in combination with appropriate over-garments whose description meets the guidelines stated above.

See-through materials are not acceptable except as worn over approved items mentioned above.

No writing or lettering on the seat of the pants.

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

Dress tops, blouses or shirts shall have modest front and back necklines.

Armhole size shall be appropriate and not large enough to show undergarments.

Tank tops, muscle shirts, or shirts with spaghetti straps, torn or cut sleeves are not acceptable.

All shirts and tops shall be of such length or design that the midsection of the body shall not be exposed while sitting, standing or reaching.

See-through materials are not acceptable.

No baggy or oversized shirts allowed.

### **Grooming and Hair**

Hair and contact lenses must be of a natural human color and not taken to the extreme so as not to distract from the educational process with the principal's opinion being the final determining factor.

Good hair grooming must be evident at all times, so as not to obstruct the student's vision.

The hair of male students should be kept in a neat, clean, and frequently trimmed style. Male students may not use hair beads.

Hair length in male students should not extend over the ears, curl up or extend beyond the top of a dress shirt collar in back, and must remain off the eyes.

Male students shall be clean-shaven at all times.

Sideburns should not extend below the bottom of the ear.

No mo-hawk hair cuts are allowed.

Hair on males must not stand off the head more than 1.5".

No hair beads are allowed.

### **Miscellaneous**

No caps, hats, sweatbands or hoodies are allowed.

Shoes must be worn at all times. (NO HOUSESHOES) (NO HEELIES)

Dark glasses are not to be worn inside the building unless approved by the campus administrator.

The wearing of earrings is not appropriate for boys.

No tongue rings, nose rings, etc. on boys or girls. Covering earrings with band-aids is not permitted.

Suggestive writings, symbols, emblems or pictures on garments depicting sex, violence, blood or gore, Satanism or cults are not permitted.

No writing on skin.

The display of advertising (logos and emblems) of alcoholic beverages, illegal drugs, or tobacco products will not be permitted on clothing items.

Appropriate undergarments will be worn at all times.

Any student wearing attire deemed inappropriate by the campus administrator will be asked to change or placed in ISS for the day.

Tattoos are discouraged and must remain covered.

No chains allowed.

No grills allowed.

Appearance is basically the responsibility of the students and parents. The school does not want to assume this responsibility; however, certain guidelines need to be followed so that the educational process is not diverted. Final decisions on all dress and grooming issues are at the discretion of the campus Principal.

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

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones – Cell Phone Policy**

For safety purposes, the district permits students to possess cell phones, however, following is the Cell Phone Policy for Industrial I.S.D.

#### **Cell Phone Policy**

Cell phones – Ipods – or any other type of electronic communication device must be turned “**OFF**” and kept out of sight during the school day. (From when students arrive on campus in the morning until the end of the school day). If students disobey the policy the item will be confiscated and a parent will need to retrieve the item from the school office. Disciplinary action will be taken. Industrial ISD is not responsible for damaged, lost or stolen electronic devices.

Electronic Policy Consequences:

**1<sup>st</sup> Violation:** 1 day of ISS this includes loss of exemptions for mid term/final exams, \$15.00 fine and the cell phone will be released to parent/guardian only after a conference with principal or assistant principal.

**2<sup>nd</sup> Violation:** 2 days of ISS, cell phone released to parent/guardian only after payment of \$15.00 fine.

**3<sup>rd</sup> Violation:** 3 days of ISS, cell phone released to parent/guardian only after payment of \$15.00 fine.

**4 or More Violations:** Automatic placement in discipline Alternative Education Program, cell phone released to parent/guardian only after payment of \$15.00 fine.

Any cell phone violation in restroom/locker room will be automatic placement in ISS/AEP, cell phone released to parent/guardian only after payment of \$15.00 fine.

Any cell phone violation when a student is in ISS will result in placement in the Discipline Alternative School. Any cell phone violation when a student is in the discipline alternative school will result in suspension.

Band Director, Athletic Director, Coaches, UIL Sponsors, and Organization Sponsors need to inform students what their individual policy will be for any out of town trips.

### **Possession and Use of Other Personal Electronic Devices**

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

Any disciplinary action will be in accordance with the *Student Code of Conduct*. The district will not be responsible for any damaged, lost, or stolen electronic device.

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

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

Making or participating in any way in the making of a recording in any media (digital, video, audio) of an actual or simulated act that involves conduct prohibited by any other provision of the Student Code of Conduct. If the recording is transmitted to or played on or through the internet, or is transmitted to any other electronic or digital device that permits subsequent transmittal to or playing on any other type of electronic or digital device, a violation of this provision of the Student Code of Conduct becomes a mandatory ISS or DAEP placement offense rather than a discretionary DAEP placement offense. This provision of the Student Code of Conduct is violated even if all of the participants in the recording agree to being recorded.

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

## END-OF-COURSE (EOC) ASSESSMENTS

See **Course Credit** on page 28, **Grading Guidelines** on page 38, **Graduation** on page 42, and **Standardized Testing** on page 66.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district completion for absences due to UIL activities and absences for other extra-curricular activities approved by the Board. Absences for UIL Academic competitions and other approved academic contests will not be included in the ten extracurricular absences referred to above. There are no limits on post-district absences.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 64.]

### Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: High school classes (ie freshmen, sophomore, junior and senior class

officers), athletic team captains, band, FFA, various high school extra-curricular groups in existence or to be organized in the future i.e. FCA, FTE, etc.

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 69.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

NOTE: Students who owe fines and fees may not be eligible for exam exemptions and may not participate in prom, senior trip, baccalaureate, or graduation.

## FUND-RAISING

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

## GANG-FREE ZONES

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

## GRADE CLASSIFICATION

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

Credits Earned	Classification
7	Grade 10 (Sophomore)
14	Grade 11 (Junior)
20	Grade 12 (Senior)

## GRADING GUIDELINES

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

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.

Also see **Report Cards/Progress Reports and Conferences** on page 57 for additional information on grading guidelines. See **Graduation** below, **Course Credit** on page 28, and **Standardized Testing** on page 67 for additional information regarding EOC assessments.

The Superintendent shall ensure that each campus or instructional level follows District guidelines in arriving at six weeks and semester grades from students. These guidelines shall ensure that grades reflect student achievement. **A junior high or high school teacher shall have a minimum of ten daily grades including pop tests and three test or major work grades per six weeks. An elementary teacher shall have a minimum of six daily grades including pop tests and two test or major work grades per six weeks in all core subjects.** Grades shall not be reduced for disciplinary reasons except in case of late assignment, academic

dishonesty, or as otherwise permitted by this policy. Guidelines for grading shall be clearly communicated to students and parents.

In all or part of pre-kindergarten, kindergarten, the District may report six-week grades using any locally developed system of assessment and reporting, including using numerical grades and/or any combination of “Excellent,” “Satisfactory,” “Improvement Needed,” and “Unsatisfactory.” Education Code 21.722, 19TAC75.173(d)75191(c) (See Local Policy below)

The District may report six-week grades to parents as numerical scores or may convert them to letter grades. The District shall use the following conversion table:

90 – 100 = A
80 - 89 = B
70 - 79 = C
69 or below = Failing

Education Code 21.722, 19TAC75.173(d)75.191(c)(See Local Policy below)

No one grade can count more than 30% of the six weeks grade. At Elementary, test or major works will count 50% of the grade and daily grades including pop test will count 50%. At Secondary, tests or major works will count 60% of the grade and daily grades including pop tests will count 40%. Six weeks average will be determined by the following guidelines:

**Elementary**

- Daily Work Grade Average 50%
- Major Work Grade Average 50%

**Secondary**

- Daily Work Grade Average 40%
- Major Work Grade Average 60%

At the Secondary, semester exams will count 20% of the semester average. State law requires a student’s score on an EOC/STAAR assessment to count as 15 percent of the student’s final grade for the course. The EOC/STAAR shall not affect whether the student receives credit for the course. If a student retakes an EOC/STAAR assessment, the District will not include the retake score in the final grade calculation for the course as reported on the student’s transcript. An EOC assessment retake score shall not affect whether the student receives credit for the course. The EOC/STAAR assessment scores shall not be included in class rank calculations. Secondary teachers shall provide parents with the specific plan and a checklist for their class at the beginning of the course.

***Pre-kindergarten, Kindergarten***

Achievement or progress in pre-kindergarten and kindergarten shall be reported using an ongoing checklist.

## **Grade Scale**

The following conversion table shall be in effect for these letters:

90 – 100 = E
80 - 89 = S
70 - 79 = N
69 or below = U

## **Grades 1-5**

In elementary grades 1-5, achievement shall be reported to parents using:

1. Number grades for language arts, math, science, and social studies.

90 – 100 = A
80 - 89 = B
70 - 79 = C
69 or below = F

2. E, S, N, and U for fine arts, health, physical education, and conduct.

## ***Determining Language Arts Grades for Promotion Purposes***

In determining language arts grades for students in grades 1-5 for the purpose of promotion, retention, or placement, the reading average shall count for 50 percent, and the combined average for language components shall count for 50 percent. For a student to pass language arts for the year, his or her overall average must be 70 percent or higher for the year.

## **Grades 6-12**

In grades 6-12, the District shall report grades to parents using number grades for language arts, math, science, social studies, fine arts, health, physical education, and electives. Only numerical grades shall be posted on permanent records.

90 – 100 = A
80 - 89 = B
70 - 79 = C
69 or below = F

## **Grading Scale**

A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course.

A student may receive an “I” on a report card. The “I” signifies that the student has not finished his assigned work due to excused absences. Time will be given to complete the assigned work. If the work is not finished in the allotted time, a “0” will be given for all unfinished work. A

grade will be placed on the report card for all “I’s”. All “I’s” must be approved by the campus administrator.

### ***Grade Scale for Students Entering Industrial ISD with Letter Grades***

A student entering the Industrial ISD high school with letter grades from a public or private school will have their grades converted to the following scale:

A+ = 98	A = 95	A- = 92
B+ = 88	B = 85	B- = 82
C+ = 78	C = 75	C- = 72

D      A grade of D will receive a grade of 70 if the student received credit from the previous accredited public or private school of record. If no credit was received, the grade will be recorded as failing.

Students entering the Industrial ISD High School as a home schooled student will be awarded credit if the student can show mastery in the subject area through locally developed testing, credit by exams or after the district has reviewed the curriculum, course of study and the work of the student coming from a home school environment. Students will not receive credit for classes in which no documentation can be shown. Students from a home school environment will not receive quality points for Pre-AP, physics, pre-cal, and Spanish 3 and Spanish 4 classes.

The student will be given quality points for an AP class if the following criteria are met:

- the class is offered at the Industrial High School
- the student can show documentation of completing the AP class
- the student has taken the AP exam from the College Board
- the student has made a 3 or better on the exam.

### ***Handicapped Students***

Variations in procedures and academic achievement level expectation for awarding grades to handicapped students shall be determined by the ARD committee and included in the student’s IEP.

### **Exemptions**

#### **Exemptions for Grade 10, 11 or 12**

A student in grade 10, 11 or 12 shall be exempt from a semester exam in any course for which he or she has maintained a grade average of 85 or above, with no more than three non-school related absences in each class for which an exemption is granted, no assignment to ISS, Home-Based Instruction, alternative School, no more than three tardies, and all fines and fees must be paid prior to semester deadline. There shall be no limit on the number of exams from which a student in grade 10, 11 or 12 may earn exemption.

#### **Exemptions for Grade 9**

A student in grade 9 that takes an EOC/STAAR exam in any core course will not be required to take a semester exam in that course. A student in grade 9 may be exempt from a semester exam in any other course for which he or she has maintained a grade average of 85 or above, with no

more than three non-school related absences in each class for which an exemption is granted, no assignments to ISS, Home-Based Instruction, alternative school, no more than three tardies and all fines and fees must be paid prior to semester deadline. There shall be no limit on the number or exams from which a student in grade 9 may earn exemption.

### **Exemptions for Grade 7 and 8**

All students in grades 7 and 8 shall be exempt from the semester exam in any two-core courses for which they meet the following criteria: (1) grade of 88 or above, (2) no more than three absences in each class for which the exemption is granted, (3) no more than three tardies in all classes for the whole semester, (4) no discipline referrals or assignments to ISS, After-School Detention, or Alternative School.

### **Exemptions for Grade 6**

Students in grade 6 shall be made exempt for the semester exam in any core course, in accordance with the conditions enumerated above; however, students in grade 6 shall be limited to exemptions from no more than one core exam in the second semester.

### **Homework**

#### **Homework (Independent Practice – Elementary/Junior High)**

In completing the learning cycle, students will be required to continue the day's initial instruction and guided practice by completing independent practice.

Late work for students not absent from class will have no more than 11 points deducted for being late one day, 21 points for being late two days and 31 points for being late three days. The best a student can receive after the above action will be a fifty.

#### **Homework (Independent Practice/late Work - High School)**

If a student turns in an assignment, which has not been graded and returned, then a deduction of 10 points per day, will be assessed until the work is remitted to the teacher.

If the work has been graded and returned to the other students, 30 points will be deducted for one day late and 10 points deducted each day thereafter. **Late work will not be accepted for grading purposes after the completion of a unit or the current six weeks.**

#### **Late Work for Students Who Are Absent:**

It is the responsibility of the student to make arrangements for all work missed while absent. Any work not made up in two school days after each absence results in a zero for that assignment or test. Extended time may be requested with the approval of the teacher and principal. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to the students.

#### **Late Work for Students Who Are Absent Due to Extra-Curricular Activities and/or Cocurricular Activities**

Before missing a class for extra-curricular activities and/or co-curricular activities, arrangements must be made with each teacher. The student must obtain any daily work and/or arrange for test make-up. The student should hand in work, and/or be prepared to take a test on the first day back to class, otherwise the work is late and subject to the same point deductions as a student who was present for instruction. Extended time may be requested with the approval of the

teacher and principal. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to the students.

### **Makeup Work Because of Absence**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

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

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

### **DAEP Makeup Work**

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

### **In-school Suspension (ISS) Makeup Work**

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

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the

2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Also see **Standardized Testing** on page 67 for more information.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Also see **Grading Guidelines** above and **Standardized Testing** on page 67 for more information.

### **Graduation Programs**

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

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. 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 make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the

student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

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

<b>Courses</b>	<b>Number of credits Minimum Program</b>	<b>Number of credits Recommended Program</b>	<b>Number of credits Advanced/Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1 (effective for grade 9 in 2010–2011 school year and thereafter)	1	1
Electives	9 credits	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures*
<b>TOTAL</b>	<b>24.5 credits</b>	<b>26 credits</b>	<b>26 credits</b>

\*A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as application.

\*\*A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.

2. Test data where a student receives:
  - a. A score of three or above on an Advanced Placement (AP) exam;
  - b. A score of four or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

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

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

### **Certificates of Coursework Completion**

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

1. The student satisfactorily completes the summer or after-school tutorial remediation program for the state assessment;
2. The student retakes the appropriate state assessment exam each time it is offered; and
3. The student meets the 90 percent attendance requirement.

### **Students with Disabilities**

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

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

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **STANDARDIZED TESTING** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

### **Graduation Activities**

Graduation activities will include:

- Senior Trip
- Baccalaureate
- Graduation

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

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are ranked the top four graduating seniors will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

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

[For student speakers at other school events, see **Student Speakers** on page 68.]

[See FNA(LOCAL).]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 36.]

## **Scholarships and Grants**

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

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

[Also see **Bullying** on page 17 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites

for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **Food Allergies**

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

## **Physical Activity for Students in Elementary and Middle School**

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

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

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

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

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

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 6 for additional information.]

## **Other Health-Related Matters**

### ***Physical Fitness Assessment***

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

### ***Vending Machines***

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

### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the Superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Tony Williams, P.O. Box 369, 167 5<sup>th</sup> Street, Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1175 or [twilliams@iisd1.org](mailto:twilliams@iisd1.org), the district's designated asbestos coordinator.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the areas. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Jeff Woodring, P.O. Box 369, 167 5<sup>th</sup> St., Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1600 or [jswoodring@iisd1.org](mailto:jswoodring@iisd1.org), the district's IPM coordinator.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Tony Williams, at P.O. Box 369, 167 5<sup>th</sup> St., Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1175 or [twilliams@iisd1.org](mailto:twilliams@iisd1.org).

## **HOMEWORK**

**See Grading Guidelines Page 38**

## **IMMUNIZATION**

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

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

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policies FL(LEGAL) and GRA(LEGAL).]

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

## **MAKEUP WORK**

See Grading Guidelines beginning on Page 38 and look under Makeup Work Because of Absence starting on Page 42.

## **MEDICINE AT SCHOOL**

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

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

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

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

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

### **Psychotropic Drugs**

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

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

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Industrial I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Tony Williams, P.O. Box 369, 167 5<sup>th</sup> St., Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1175 or [twilliams@iisd1..](mailto:twilliams@iisd1..)
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Tony Williams, P.O. Box 369, 167 5<sup>th</sup> St., Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1175 or [twilliams@iisd1.org](mailto:twilliams@iisd1.org).
- All other concerns regarding discrimination: See the superintendent, Tony Williams, P.O. Box 369, 167 5<sup>th</sup> St., Vanderbilt, Texas 77991 or 361-284-3226 Ext. 1175 or [twilliams@iisd1.org](mailto:twilliams@iisd1.org).

[See policies FB(LOCAL) and FFH(LOCAL).]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on page 42.]

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Further information on athletic physicals may be obtained from the Athletic Director.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 7.]

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

## **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1-8, promotion is based on an average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. In grades 9-12, promotion is based on mastery of at least 70 percent of the course objectives. Grade-level advancement for students in grades 9-12 shall be earned by course credits.

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.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled. [See Standardized Testing on page 66.

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 additional information, see the counselor, registrar or principal and policy EIF(LEGAL).] 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.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child’s performance in any course is near or below 70, or is below the expected

level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 3 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the Board of Directors pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL) and **Grading Guidelines** on page 38.]

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

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

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

**Three-Weeks Reports will be issued on:    Six-Weeks Reports will be issued on:**

September 14, 2011

October 5, 2011

October 26, 2011

November 16, 2011

December 7, 2011

January 18, 2012

February 8, 2012

February 29, 2012

March 28, 2012

April 18, 2012

May 9, 2012

June 6, 2012

**RESIDENCE RULE – Where Does Your Child Really Live?**

If you knowingly give a false address for you or your child on any school document, you have committed a Class C Misdemeanor and could face a fine of up to \$500 and more.

PENAL CODE Sec. 37.10 tampering with governmental record.

3) An offense under this section is a Class C misdemeanor if it is shown on the trial of the offence that the governmental record is a governmental record that is required for enrollment of a student in a school district and was used by the actor to establish the residency of the student.

**EDUCATION CODE CHAPTER 25. ADMISSION, TRANSFER, AND ATTENDANCE**

(h) In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the bases of the false information. The person is liable, for the period during which the ineligible student is enrolled for the great of:

(1) the maximum tuition fee the district may charge under Section 25.038; or

(2) the amount the district has budgeted for each student as maintenance and operating expenses

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28-30.]

## **SAFETY**

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

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

### **Accident Insurance**

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

### **Drills: Fire, Tornado, and Other Emergencies**

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

#### ***Fire Drill Bells***

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

#### ***Tornado Drill Bells***

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

### **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

See **Standardized Testing** on page 66.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School**

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

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

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

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the campus secretary to apply.

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

## Prices for Lunch and Breakfast 2011-2012

### ELEMENTARY STUDENTS:

	<b>Breakfast</b>	<b>Lunch</b>
<b>Regular School Lunch or Salad Meal</b>	\$1.25	\$1.80
Al-A-Cart Entrée (main course entrée of the day)	.50	1.00
Al-A-Cart Entrée (as a second)		.75
Al-A-Cart Side Dishes	.25	.35
Salad (as a second for student or adult)		1.50
Employee (regular meal or salad)	2.00	3.00
Visitor	5.00	5.00
Reduced	.30	.40
Milk	.50	.50
Ice Cream		.75

### SECONDARY STUDENTS:

<b>Regular School Lunch or Salad Meal</b>	\$1.75	\$2.30
<b>Baked Potato</b>		2.25
Al-A-Cart Entrée (main course entrée of the day)	.50	1.50
Al-A-Cart Entrée (as a second)		1.25
Al-A-Cart Side Dishes	.25	.35
Salad (as a second for student or adult)		1.50
Employee (regular meal or salad)	2.00	3.00
Visitor	5.00	5.00
Reduced	.30	.40
Milk or Juice	.50	.50
Ice Cream		1.00

**Note:** Free & Reduced Students only receive their first meal at the free or reduced price, each item after that requires regular priced payment by the student. The Salad Meal does qualify as a reimbursable meal.

Students are allowed 3 charges. On the 4<sup>th</sup> and subsequent charges the student will be provided a peanut butter and jelly sandwich meal at the regular cost of a school lunch.

## Library

### ***Industrial Elementary East & Industrial Elementary West Policies & Procedures***

We want to help your children develop a love for books and find you in reading? To be able to work toward this goal and be equally beneficial to all, our libraries must be run efficiently. With that in mind, the following policies and procedures will be followed on both elementary campuses during the 2011-2012 school year.

#### Library Time

Every week, each class has a scheduled time to come to the library to check out books. Kindergarten and first graders will be allowed to check out one book at a time. Students in grades two through five will be allowed to check out two. All library books are due the following week. The children may also come in at any other time during the day if a scheduled class is not in session. Students are encouraged to read several books a week; however, only students—not parents—may check them out. If they are absent during their scheduled library time, they are responsible for returning their books as soon as possible upon their return.

#### Fines and Overdue Books

Overdue books are subject to a fine of \$.05 a day. Once a fine reaches \$2.00, students will not be able to check out books until it has been paid. Please help your children remember their library day and encourage them to return their books promptly.

#### Lost or Damaged Books

Children need to be reminded to use bookmarks, wash dirty hands before reading, refrain from eating while reading, and keep books away from younger children who might write, color, or tear up the book. If a book is lost, damaged, or destroyed while it is checked out to your children, you are responsible for paying the damage fine (\$5.00 if assessed by librarian still to be usable), or the replacement cost (current price of book plus non-refundable processing charge). If the book is found after it has been paid for, and it is before September 1 of the following school year, it can be returned for a refund minus any overdue charges. After that time, it will have been reordered and no refund will be given. A \$4.00 processing surcharge will be added to cover administrative costs.

#### Accelerated Reader Program (AR)

Beginning with the first grade (not kinder) students begin to read, take quizzes, and earn points that go toward grades required by their teachers as well as earn the opportunity to participate in possible AR reward activities that are implemented for the school year. This program is now web-based which means the students have access to **all** quizzes written by Renaissance Learning, not only the ones we have purchased. To see if there is an available quiz for the book your child wants to read and test over, you can go to [www.arbookfind.com](http://www.arbookfind.com) and follow the prompts given. Check the ISBN number to match the book to the quiz. Testing is only allowed at school, on designated computers, and during the school day. It is **not** possible for students to test at home or other locations. Restrictions are set on our local servers to enforce this policy. Your child may and is encouraged to check out books at our local public libraries, read them, and test at school. The ***Home Connect*** portal can be used by parents to view student progress in the AR program. Contact your campus librarian if you need assistance in signing up for this feature.

## ***Industrial High School & Industrial Junior High Policies & Procedures***

In order for our libraries to run efficiently and effectively, the following policies and procedures will be followed on both the high school and junior high campuses.

### Hours

- ❖ Regular – 7:30 A.M.-4:00 P.M. (Mon.-Fri.)
- ❖ Extended 7:30 A.M.-7:00 P.M. (Research /PRN)

### Checkouts

- ❖ Two books per student (no parents)
- ❖ Five books when researching—high school  
Two books when researching—junior high
- ❖ Circulation period is two weeks—may be rechecked
- ❖ Lone Star books may *not* be rechecked

### Fines

- ❖ Overdue books are \$.05 per day not counting weekends and Holidays.
- ❖ Students may not check out calculators or books if they owe a fine from the previous school year.
- ❖ All fines must be paid for students to be exempt from semester exams.
- ❖ During the school year, until their fines are paid, students may not check out any books after their fine reaches \$2.00.

### Lost or Damaged Books

- ❖ Lost books will be paid for at replacement cost (current price of book plus non-refundable processing charge). If the book is found after it has been paid for and it is before September 1 of the following school year, it can be returned for a refund MINUS any overdue charges. After that time, it will have been re-ordered and no refund will be given. A \$4.00 processing surcharge will be added to cover administrative costs.
- ❖ Damaged books and/or library materials that the librarian determines still to be usable will be assessed a \$5.00 fine.

### Computer Printout

- ❖ High School—For research purposes only, students may print for free five pages per web site. Each additional page will cost \$.10 per page.
- ❖ Junior High—For research purposes only, students may print for free two pages per web site with each additional page costing \$.10 per page.

\* \* \* *Word processing is done in the computer lab.*

### Library Copier (High School)

- ❖ Copies are \$.10 per page.
- ❖ Teacher workroom copier ***will not*** be used by students for research purposes.

### Calculators

- ❖ A calculator may be checked out for the year to students enrolled in classes requiring one. Batteries are **not** provided. It will be due back to the library on a set due date. A signed contract by teacher, student, and parent is required. If it is lost, stolen, or damaged,

students are required to pay the full replacement cost as indicated in the contract. If it is found after it has been paid for, and is in good working condition as assessed by library staff, it can be returned to the library for a refund MINUS a 20% depreciation cost per year.

- ❖ A lost calculator must be paid for before an additional calculator or library book is checked out.
- ❖ No games are to be put on the calculators.

#### Accelerated Reader Testing

- ❖ AR testing for **high school** students will be done **only** in the library. Students may test from 7:30 a.m. to 3:45 p.m. when school is in session.
- ❖ AR testing for **junior high** students will be done in the library and English classrooms. Library testing is available when it is not scheduled for class time and in the classrooms as permitted by the teacher.
- ❖ When students come to the library to AR test, they must bring the book over which they are going to quiz. It can be one checked out from the school library, teachers' classroom, another library (private or public), or a personal purchased copy. If they have chosen to read the book on an eReader (electronic reading device—ex: Kindle, Nook, iPad), it need NOT be brought to school. A phone call or e-mail from the parent/guardian can be made or sent to the campus librarian. For documentation purposes, it must state that their child did read the book.
- ❖ The district has set the following AR cutoff dates. Students must have their required points on or before this time. Notification of point deficit will be indicated on their progress report.
- ❖ Students must bring the book on which they will be testing.

Reading Period 1: August 22 – October 13, 2011 (39)

Reading Period 2: October 14 – December 8, 2011 (40)

Reading Period 3: December 9 – February 2, 2012 (35)

Reading Period 4: February 3 – March 22, 2012 (35)

Reading Period 5: March 23 – May 14, 2012 (36)

- ❖ The **Home Connect** portal can be used by the parents to view progress in the AR program.

#### Library Dates –High School & Junior High

- ❖ At the end of the school year, all books are due. The library will remain open until inventory begins.
- ❖ Students may pay a fine or fee at any time.

## **Industrial ISD Accelerated Reader Honor Code 2011-2012**

To help maintain the atmosphere of mutual trust and confidence among students and teachers, and to ensure that each student is judged solely according to his or her own merits, the Industrial Independent School District community has established the following Honor Code.

No student will unfairly advance his or her own performance in the Accelerated Reader (AR) Program, nor will he or she in any way intentionally limit or advance the performance of his or her fellow students using the Accelerated Reader.

The following are examples of what the community will consider as *CHEATING*:

1. Testing on books below reading levels set by teachers.
2. Giving or receiving questions or answers for an AR test.
3. Using the book to look up answers to questions on an AR test.
4. Using classic comic books, movies, videos, or shortened or abridged versions of the books on the AR quiz list to try to pass the test.
5. Taking a quiz at any location other than those designated at school and within a specific time frame.
6. Randomly testing over books that have not been read.

A willful violation of the Honor Code will result in suspension of the student from participating in any AR reward activities as well as discipline deemed appropriate by the school principal.

### **Accelerated Reader Requirements for 2011-2012**

<b>Campus</b>	<b>Grade Level/ Class</b>	<b>Points Required</b>	<b>Points Per Year</b>	<b>Notes</b>
<b>IEW</b>	<b>K</b>	<b>0</b>	<b>0</b>	
<b>IEE</b>	<b>K</b>	<b>0</b>	<b>0</b>	
<b>IEW</b>	<b>1</b>	<b>9 / six wks.</b>	<b>50</b>	
<b>IEE</b>	<b>1</b>	<b>8.3 / six wks.</b>	<b>50</b>	
<b>IEW</b>	<b>2</b>	<b>10 / six wks.</b>	<b>60</b>	
<b>IEE</b>	<b>2</b>	<b>10 / 6 wks.</b>	<b>60</b>	
<b>IEW</b>	<b>3</b>	<b>13 / six wks.</b>	<b>70</b>	
<b>IEE</b>	<b>3</b>	<b>11.6 / six wks.</b>	<b>70</b>	
<b>IEW</b>	<b>4</b>	<b>14 / six wks.</b>	<b>80</b>	
<b>IEE</b>	<b>4</b>	<b>13.3 / six wks.</b>	<b>80</b>	
<b>IEW</b>	<b>5</b>	<b>15 / six wks.</b>	<b>90</b>	
<b>IEE</b>	<b>5</b>	<b>15 / six wks.</b>	<b>90</b>	
<b>Junior High</b>	<b>6<sup>th</sup> English or 6<sup>th</sup> Honors English</b>	<b>10 pts. / designated reading period</b>	<b>50</b>	<b>Independent read of fiction and / or non-fiction</b>
<b>Junior High</b>	<b>7<sup>th</sup> English or 7<sup>th</sup> Honors English</b>	<b>10 pts. / designated reading period</b>	<b>50</b>	<b>same as 6th</b>
<b>Junior High</b>	<b>8<sup>th</sup> English or 8<sup>th</sup> Honors English</b>	<b>10 pts. / designated reading period</b>	<b>50</b>	<b>same as 6th</b>

High School 9 <sup>th</sup> grade	English I or Pre-AP English I	6 pts. / designated reading period	30	Independent read or fiction, non- fiction, and/or AP titles
High School 10 <sup>th</sup> grade	English II or Pre-AP English II	8 pts. / designated reading period	40	same as 9 <sup>th</sup>
High School 11 <sup>th</sup> grade	English III or AP English III	10 pts. / designated reading period	50	same as 9 <sup>th</sup>
High School 12 <sup>th</sup> grade	English IV or AP English IV	12 pts. / designated reading period	60	same as 9 <sup>th</sup>

Generated by Cara Cooke -- Updated May 2011

### **Meetings of Noncurriculum-Related Groups**

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

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

### **SEARCHES**

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

#### **Students' Desks and Lockers**

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

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

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

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

#### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

## **Vehicles on Campus**

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

NOTE: High School students must have a parking permit displayed on their vehicle at all times. This permit is obtained free from the principal's secretary

## **Trained Dogs**

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

## **Metal Detectors**

[For further information, see policy FNF(LOCAL).]

## **Drug-Testing**

[For further information see Drug Testing Handbook and see policy FNF(LOCAL). Also see **Steroids** on page 68.]

## **SPECIAL PROGRAMS**

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

## **STANDARDIZED TESTING**

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the 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. See **Promotion and Retention** on page 55 for additional information.

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.

Also see **Course Credit** on page 28, **Grading Guidelines** on page 38, and **Graduation** on page 42 for additional information.

### **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.

Also see **Graduation** on page 42 for more information.

### **THEA (Texas Higher Education Assessment)**

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

### **STERIODS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uil texas.org/health/steroid-information>.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Tony Williams, who has been designated as the district's liaison for children in the conservatorship of the state, at 361-284-3226 Ext. 1175 with any questions.

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events: football games; opening announcements and greetings for the school day; and school assemblies. Only those students in the highest two grade levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers of the highest grade level in the school, captains of extracurricular organizations, and band drum majors. An eligible student shall be notified of the student's eligibility and a student who wishes to participate, as an introducing speaker shall submit the student's name to the student council during an announced period of not less than three days. The announced period shall occur at the beginning of the school year. The names of the volunteering student speakers shall be randomly drawn until all names have been selected, and the names shall be listed in the order drawn.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the [include the submission and selection criteria listed at ELIGIBILITY AND SELECTION at policy FNA(LOCAL)].

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

[See policy FNA(LOCAL).]

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org/>
- <http://www.dshs.state.tx.us/mhservices-search/>
-

## **SUMMER SCHOOL**

Industrial ISD provides summer school for students when necessary and as budget permits. Information may be obtained from any campus administrator.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

See **Standardized Testing** on page 67.

## **TARDINESS**

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

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

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

## **TRANSFERS**

### **Out of District Requested Transfers**

Industrial I.S.D. currently accepts out-of-district transfers. There is no fee to transfer your student here, however, there are requirements that each transfer student must abide. Those requirements are listed below, for further information contact the Administrative Secretary at 361-284-3226 Ext. 1182 or feel free to contact any campus principal or the Superintendent.

### **STATE REQUIREMENTS:**

- Meet deadline to apply – April 1<sup>st</sup>
- No intentional segregation on the basis of race, color, or national origin.

### **LOCAL REQUIREMENTS:**

- Pass ALL subjects every six weeks and at all progress reporting periods and complete all work every day
- Average Daily Attendance (ADA) – no more than 3 absences (IF a doctor excuses the student, no more than 5 absences a year.)
- NO discipline referrals, NO In School Suspension (I.S.S.), NO Alternative Education Program (A.E.P.) placement
- Pass ALL State mandated tests the FIRST time
- Positive parental support

**\*\*If at any time during the year the student fails to meet any one of the above criteria, the student may be immediately denied their transfer.\*\***

[See **School Safety Transfers**, on page 8, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**, on page 8, for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. Students attending in-district activities will be transported in school buses or school suburbans.

### **Buses and Other School Vehicles**

Industrial ISD provides bus transportation to and from school as a privilege for students residing in the district. The State of Texas outlines the conditions governing school bus operations and funds just a portion of the cost of the services.

The State provides funding to the district based on eligible students that ride the bus. **Eligible students** are defined as those students residing in the district, two or more miles from the school they attend as measured by the nearest practical route. The nearest practical route is the nearest traveled public road which may or may not be the road used by the school bus. In addition, the District's Board of Trustees has approved additional district funds to provide service to all students in pre-kindergarten.

**Hazardous route students** are defined by the State as those students residing in the district, two miles or less from the school they attend as measured by the nearest practical route.

In order to meet the conditions outlined by the state and provide safe, prompt movements of all students, the district has adopted standard regulations and procedures, and has provided restrictive measures for violations of procedures or rules. They are herein outlined for your information and for guidance of your child.

The district is pleased to provide transportation for the **eligible students** and solicits your assistance in helping create a safe and efficient operation. We ask your cooperation with school personnel in developing proper behavior patterns for those students who ride buses.

The goal of the following pages "Safety Booklet" is to help provide a safe and meaningful experience for children who ride school buses. Parents should take time to read and discuss the materials in this booklet with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

If you should need information concerning routes or students misconduct on buses, call the Transportation Office at 361-284-3226 Ext. 1600 or 1601.

## **BUS SAFETY BOOKLET**

### **\*\*ONLY INDUSTRIAL ISD STUDENTS WILL BE ALLOWED TO RIDE A SCHOOL BUS\*\***

#### **General Safety Rules:**

1. Obey the instruction of the bus driver. At no time will a student act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
2. Get on and off the bus at your designated stop.
3. All students must ride only their assigned bus
4. Do not ask to ride home on another bus with a friend.
5. It is the responsibility of the parent to provide transportation to school if a child misses or is suspended from the bus.
6. All students will follow IISD dress code policy while on the bus or dock.

#### **Procedures for Waiting for the Bus:**

1. Be at your bus stop five minutes before scheduled pickup time. The driver will not wait or honk for individuals or daycares.
2. Stand on the sidewalk or back from the roadway in a safe place while waiting for the bus. Be in plain sight of the approaching bus driver and other traffic. Be watchful and do not play around.
3. Before the bus approaches, form a line and be prepared to load immediately. Be at least ten feet back from the bus stop.
4. Stand still and clear of the bus. Move toward the bus only after the bus has stopped and has opened the door and/or the driver signals you to load.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Students will abide by the rules and regulations concerning bus conduct.

#### **Loading the Bus:**

1. Do not push or shove.
2. Stay out of the bus "Danger Zone" (10 foot on the side, 10 foot in front and never behind). Wait until the door opens or the driver gives the signal before approaching the bus.
3. Use the handrails and steps. One step at a time.
4. Go directly to your assigned seat. The bus will not move until all students are seated. Delays affect traffic and schedules.
5. The driver may assign students seats.

\*During a bus route, all property within 100 ft. of the bus is considered school property. Students shall conduct themselves appropriately.

#### **Conduct on the Bus:**

1. Students are under the authority of Industrial I.S.D. while on the bus.
2. Scuffling, fighting and the use of profane or vulgar language and gestures are forbidden.

3. Do not litter, mark, cut or scratch any part of the bus. The student responsible for damage will not ride the bus until the school district has been compensated for those damages.
4. Students should only use the emergency and exit door during supervised drills or actual extreme emergency.
5. Students shall never attempt to operate the passenger door or other controls except in case of extreme emergency.
6. Students shall face forward for the duration of the trip, and shall keep their feet in front of them and out of the bus aisle.
7. Live animals or insects of any nature may not be carried on the bus.
8. Use of headphones, CD Players, iPods, MP3 players, handheld video games, etc. will **NOT** be allowed.

### **Getting off the Bus:**

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Stay out of the bus "Danger Zone".
5. If an article drops or rolls near or under the bus, do not go after it! Go to the bus door and alert the driver and ask the driver for help.
6. The driver and school officials are not responsible for articles left on the bus.

### **Parents Are Responsible to be Available at Bus Drop Off**

1. If no parent is available these steps will be followed:
2. Call parent
3. Call campus to let them know parent is not present.
4. Student will ride the remaining route and then be dropped off at their home campus to remain with principal until the parent arrives.
5. If parent cannot be reached, Sheriff's Dept. will be contacted.
6. Students must use designated stops for entry and exit of buses. If a student boards or exits a bus at any location other than a designated stop the student will not be allowed to ride again until the parent meets with the Superintendent and Transportation Director.
7. If this happens more than two times, it could result in the student not being able to ride the bus for the remainder of the six weeks.

### **Letting Off Pre-Kingergarten Students:**

Parents or a designated adult must be at the bus stop to receive PK students. If no one is there to receive the student they will be returned to their campus. Upon the third occurrence, bus service will be discontinued for that student. It is the responsibility of the parent to see that students who are returned to school are picked up.

### **Designated Stop:**

Students will be picked up and dropped off only at their designated bus stop. Only one location for pick up and one location for delivery will be allowed. Any request for change must be made to and approved by the Transportation Director. Requests received after 12:00 noon will be processed the following day.

### **School Bus Discipline**

The District makes school bus transportation available to all students. This service is provided at no cost to students. Riding the bus is a privilege. Video cameras may be used in district vehicles to promote compliance with the rules of conduct. Videotapes or portions of videotapes may be protected students records. (*District Policy TX*)

Any means of bus transportation shall be treated as an extension of the classroom. Students are expected to assist the district in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students must:

- Follow the driver's directions at all times
- Be seated as quickly as possible and remain seated. Trouble can be avoided if the student will not try to "save a seat" for their friends.
- Be on time to the bus stop, and board and leave the bus in an orderly manner at the designated bus stop nearest home
- Not throw waste paper or other rubbish on the floor of the bus or out the window
- Not use tobacco or alcohol in any form, or eat or drink while on the bus
- Not extend their arms, feet, or head out of the bus window
- Remain in their seats while the bus is in motion
- Engage in ordinary conversation; not shouting or making disturbing noises
- Stand at a safe distance from the pavement or roadway
- Damage should be reported promptly to the driver and/or the director of transportation
- Students going to and from the bus stop should walk facing oncoming traffic. They should stay several feet off the street or roadway.
- No cell phones or electronic devices— see IISD Cell Phone Policy
- No skateboards or balls of any type allowed on the bus.
- Live animals or insects of any nature may not be carried on the bus.

### **General Transportation Provisions for Discipline**

- The driver is to submit all discipline referrals immediately in writing to the transportation department and referrals will then be faxed or hand delivered to the campus principal.
- Misconduct will be punished in accordance with the **Student Code of Conduct**; bus-riding privileges may be suspended.

- Students that are non-compliant with the bus driver will be escorted off the bus by law enforcement.

Principal will notify student and parents of the following action taken when a student is written up for a bus referral:

- First referral:** Called to the school office and warned
- Second referral:** Suspended from riding a school bus for 3 days
- Third referral:** Suspended from riding a school bus for 5 days
- Fourth referral:** Suspended from riding a school bus until the end of the school year

**Severe conduct will be handled at an elevated level.**

The district will provide transportation to students in a DAEP. Any bus referrals will result in a loss of the bus services.

*Disruption of Transportation (Ed Cod 37.126) is a Class C Misdemeanor. This can be issued to any adult or student for any type of disruption or delay of school bus transportation and may result in a \$500 fine.*

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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

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

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

## **Visitors Participating in Special Programs for Students**

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

## **WITHDRAWING FROM SCHOOL**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

## Glossary

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

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

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

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

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

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

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TAKS** is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and is required for graduation for students at these grade levels. .

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

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

**APPENDIX I:  
Acknowledgment Form—Amendment**

My child and I have received a copy of the Industrial I.S.D. Student Handbook  
Amendment # \_\_\_\_\_ dated \_\_\_\_\_.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX II:  
Use of Student Work in District Publications**

Occasionally, the Industrial I.S.D. wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (**do give**) (**do not give**) the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_