

# PREFACE

## To Students and Parents:

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

The Spurger Independent School District Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "*the student's parent*" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents need to be familiar with the Spurger I.S.D. *Student Code of Conduct*, which sets out the consequences for inappropriate behavior. *The Student Code of Conduct* is required by state law and is intended to promote school safety and an atmosphere for learning. This handbook may be found as a separate document sent home to parents and posted in the campus offices, in addition to our website at [www.spurgerisd.org](http://www.spurgerisd.org).

The Student Handbook is designed to be in harmony with Board policy and the *Student Code of Conduct* adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook and made obsolete by newly adopted policy. In case of conflict between a Board policy or *the Student Code of Conduct* and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

After reading through the entire handbook with your child, keep it as a reference during the 2011-2012 school year. If you or your child has questions about any of the material in this handbook, please contact your child's campus administrator.

### **34 Code of Federal Regulations 104.4(a)**

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

### **Notification of Nondiscrimination in Vocational Education Programs**

- Spurger ISD offers vocational programs in Vocational Agriculture, Home Economics, Agriculture Science, Business Education and Technology Application. Admission to these programs is based on Interest, Aptitude, Age Appropriateness, and Space Available.
- It is the policy of Spurger ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.
- It is the policy of Spurger ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

- Spurger ISD will take steps to assure that lack of English Language skills will not be a barrier to admission and participation in all educational and vocational programs.

The following District staff member has been designated to coordinate compliance with these requirements: *Joseph R. Fisher, Superintendent of Schools.*

## **SPURGER INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT**

Spurger ISD will empower its students to become competent, productive citizens who are able to succeed at their next level of endeavor and who pursue lifelong learning in a global society.

This will be accomplished by providing a balanced curriculum in an environment of hope conducive to learning, delivered by highly qualified staff with an uncompromising commitment to excellence.

SPURGER I.S.D. is accredited by the Texas Education Agency. It is overseen and operated by a Board of Trustees composed of seven (7) members who are elected by the public for four (4) year terms of office. The board members for the 2010-2011 school year are as follows:

President.....Eddie Jordan	Board Member..... Willie Gill, Sr.
Vice-President..... Rusty Roberts	Board Member..... Carroll Hatton
Secretary.....Paul Bingham	Board Member.....Chris Sheffield
Board Member.....James Broucher III	

This handbook is written to inform students of Spurger I.S.D. about the rules and regulations set forth by the above-mentioned Board of Education and the State of Texas. The Administration of Spurger I.S.D. is charged with the enforcement of the rules contained herein.

### **SCHOOL BOARD MEETINGS**

Spurger School Board Meetings are held the 3rd Thursday of each month at 7:00 p.m. in the John Mooney Hicks Administration Building. These meetings are posted 72 hours in advance, at the Administrative Office, High School Office, and the Elementary Office. These are open meetings and the public is welcomed.

### **ADMINISTRATION**

Listed below is Administration address and telephone numbers for Spurger Independent School District:

Joseph Fisher.....	Superintendent of Schools, Ext. 223
Brandon Shumake.....	High School Principal, Ext. 240
Keppi Fortenberry.....	Elementary School Principal, Ext. 235
Main Telephone Number.....	429-3464
School Nurse.....	Ext. 234
Special Ed. Dept.....	Ext. 236
High School Gym.....	Ext. 249
Cafeteria.....	Ext. 227
Vo-Ag Building.....	Ext.228
Transportation.....	Ext. 229
Maintenance.....	Ext. 230

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Spurger ISD Student Handbook includes information on topics of particular interest to you as a parent.

### PARENTAL INVOLVEMENT

#### Working Together

Both experience and research tell us a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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.
- Review the information in the student handbook with your child and return and sign the acknowledgment forms.
- Ensure 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.
- Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- If your child is entering ninth grade, review the requirements of the graduation programs with your child.
- Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling and Academic Programs**]
- 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 (409) 429-3464 for an appointment. A 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**]
- Becoming a school volunteer and participating in campus parent organizations. Parent organizations include Volunteers in Public Schools (VIPS).
- Offering to serve 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 (Policies at BQA and BQB)
- Attending Board meetings to learn more about District operations. (Policies BE and BED)
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. (Policies BDF, EHAA, FFA and School Health Advisory Council)

The **Parent Involvement Coordinator** who works with parents of students participating in Title I programs is *Janfra Fisher* and may be contacted at 429-3464 ext. 240.

### 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 (Policy EF)

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

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

### **Display of your child’s artwork, projects, and other special work products:**

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

### **As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. 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 instructions that have been administered to your child
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To 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.
  - To 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.
  - To 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. (Policy EHBK)
  - To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. (Policies FL LEGAL and LOCAL, FO LEGAL) and the Student Code of Conduct.
  - To request the transfer of your child to another classroom or campus if your child has been determined by the 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 for information. (Policy FDB)
  - To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. (Policy FDD 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 on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. (Policy FDD LOCAL)
  - 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 14<sup>th</sup> day after the enrollment of your children. (Policy FDB LEGAL).
  - As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the Texas State Board of Education, is incorporated into the district's health education classes.
  - As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

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

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

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

- Glencoe Publishing – Chapters on male and female reproductive systems, sexually transmitted diseases, and HIV are covered topics in high school health.

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.

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

- If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.
- At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.
- If the district determines that the evaluation is not needed, the district will provide the parent with prior 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 IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

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

- [Texas Project First](#)
- [Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is *Patti Tucker (District Diagnostician)* at 429-3464 ext. 236.

**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.

## **SECTION II**

### **ATTENDANCE**

Regular school attendance is essential for the 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 – compulsory attendance and attendance for course credit - are of special interest to students and parents. They are discussed in the following sections:

#### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. (Policy FEA)

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

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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.

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as

additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

If the student is age 18 or older, the student’s parents will not be subject to penalties as a result of their child’s violation of state compulsory attendance law. (Policy FEA LEGAL)

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory 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.

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.
- 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 attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Therefore, a high school student may miss only nine (9) days per semester. 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 the 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.

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

Each semester's absences will be handled in the following manner:

- **Students must be in attendance at the time ADA (average daily attendance) is taken for that day in order to participate in all school related activities.**
- **Pre-K – 12<sup>th</sup> Grades:**
  - **3<sup>rd</sup> day -- Notification from District on updated absences**
  - **6<sup>th</sup> day -- Letter from District on updated absences**
  - **9<sup>th</sup> day -- Letter from District (Extenuating circumstances will be reviewed at this time.)**
  - **10<sup>th</sup> day -- Court appearance with local Justice of the Peace regarding attendance**
  - **12<sup>th</sup> day -- Letter from District**
  - **15<sup>th</sup> day -- Letter from District**
  - **18<sup>th</sup> day -- Letter from District**

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

When a student is absent from school, the student – upon returning to school, must bring a note within 3 days, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

- **A student absent from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.**
- **A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned 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.**

### **Punctuality/Tardies**

Daily instruction begins promptly at 8:00 a.m. and ends at 3:24 p.m. It is extremely important that students be on time and remains for the entire day of instruction. When students are late and/or leave before the school day ends, they miss invaluable instruction time.

- **A student who is late to class by no more than five (5) minutes will be considered tardy. Repeated instances of tardiness will result in more severe disciplinary action:**

### **Grades PK – 12<sup>th</sup>**

- **1<sup>st</sup> offense - warning & documented**
- **2<sup>nd</sup> offense Detention**
- **3<sup>rd</sup> and 4<sup>th</sup> offense Saturday School**
- **Excessive tardiness – ISS/ Suspension/DAEP at Principals Discretion**

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

### **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. A withdrawal form may be obtained by the parent from the principal’s office.

On the student’s last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the cafeteria to clear account balances; 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 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.

### **AWARDS AND HONORS**

A & B Honor Roll	National Honor Society	Valedictorian
Perfect Attendance	Scholar/Athlete Award	Salutatorian
Citizenship Award	“S” Awards	Historian
Principal’s Award	Presidential Academic Award	Pirate Pride Award

### **BULLYING**

- Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student’s property, places a student in fear of physical harm or of damage to the student’s property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.
- Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”
- If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration

will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. (Policy FFI LOCAL)

## **BUSES OR OTHER SCHOOL VEHICLES**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 429-3464, ext. 229.

A parent may designate a child-care facility or grandparent's residence as the regular pick-up and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route.

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

- **Follow the driver's directions at all times.**
- **Enter and leave the bus in an orderly manner at the designated bus stop nearest home.**
- **Keep feet, books, band instrument cases, and other objects out of the aisle.**
- **Not deface the bus or its equipment.**
- **Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or outside of the bus.**
- **Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.**
- **Wear a seat belt in a District van or District passenger car at all times.**
- **Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.**

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
- The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
  - **1st offense-warning will be issued by Principal.**
  - **2nd offense-suspended 3 days from riding the bus.**
  - **3rd offense-suspended for the remainder of the semester at principal's discretion**
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call for law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504.

## CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. More information on this program can be obtained from the Administration Office.

### Lunch/Breakfast Charges

In order to decrease charges in the cafeteria, the following policy will be in place:

- Employees/Adults will be allowed \$6.50 **ONLY**. It is your responsibility to keep your cafeteria account current.
- Students will be allowed \$5.50 **ONLY** (whether breakfast or lunch and will be served an alternate lunch after reaching that amount)
- You may prepay or check your child's balance by logging onto our school website, [www.spurgerisd.org](http://www.spurgerisd.org), and click on the Lunch Money Now link.

Delivery of food to students during the school day is discouraged. All food delivered to students during the school day must be brought to the principal's office. Only parents are allowed to bring food to students. On Grandparent's Day they have to eat in the line NO outside food.

Spurger I.S.D. is a closed campus and students shall not be allowed to leave campus for lunch. The principal shall consider special circumstances on a case-by-case basis.

In order to provide a safe and secure environment where all students are accounted for during the school day, **ALL STUDENTS WILL EAT IN THE CAFETERIA**. Parents and grandparents are welcome to join their child or children for lunch in the cafeteria at any time.

### Spurger I.S.D. Meal Prices:

1. Elementary Student Breakfast	\$1.35
2. Elementary Student Lunch	\$2.25
3. Middle/High School Student Breakfast	\$1.60
4. Middle/High School Student Lunch	\$2.75
5. Milk/Juice	\$0.50
6. Adult/Visitor Breakfast	\$1.60
7. Adult/Visitor Lunch	\$3.25

## CELL PHONES/TELECOMMUNICATION DEVICES

The district **DOES NOT** permit students to possess cell phones, telecommunication devices, or Wi Fi enabled devices on campus during the school day. Cell phones are permitted to be used when returning from a co-curricular event with the permission of the coach or sponsor. If a student refuses to relinquish the cell phone upon request of a staff member, that student shall be sent to the office for further disciplinary measures, in accordance with the Spurger ISD Student Code of Conduct.

Confiscation of a cell phone, telecommunication device, or Wi Fi enabled device will result in:

- **1<sup>st</sup> offense:** Return to Parent / Guardian **only** with a \$15.00 fine and disciplinary action taken in accordance with the Spurger ISD Student Code of Conduct.
- **2<sup>nd</sup> offense:** Return to Parent / Guardian **only** with a \$15.00 fine at the end of semester and disciplinary action taken in accordance with the Spurger ISD Student Code of Conduct.
- **3<sup>rd</sup> offense:** Return to Parent / Guardian **only** at the end of the school year, disciplinary action taken in accordance with the Spurger ISD Student Code of Conduct, and a \$15.00 fine.

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

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. 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.

## **CHANGES: ADDENDUMS/DELETIONS**

Over the span of time designated as a school year, there may be amendments to this handbook in order that District needs are met.

The school staff, teachers and administration are charged with the responsibility of creating and maintaining a safe, orderly and academically sound school climate. Any factors, external or internal negative to that cause will receive serious and immediate attention and modifications may occur. Due notification would be initiated if and when changes are necessary.

## **CHECK ACCEPTANCE POLICY**

Spurger ISD has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and State. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fees by means of electronic re-presentment or by paper draft.

## **CHILD SEXUAL ABUSE**

- 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, sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school. A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical

abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

- As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).
- The following Web sites might help you become more aware of child sexual abuse:
  - <http://www.tea.state.tx.us/index.aspx?id=2820>
  - <http://sapn.nonprofitoffice.com/>
  - <http://www.taasa.org/member/materials2.php>
  - [http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/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 RANKING/TEN PERCENT/HIGHEST RANKING SENIOR**

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

- Completes the Recommended or Advanced/Distinguished Achievement Program: or
- Satisfies the ACT College Readiness Benchmark or earns at least a 1500 out of 2400 in 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 resident 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.

All graduating students shall be ranked by grade point average. If the averages of two more students are identical, a tie shall be declared.

Grades transferred from other schools shall be averaged as if taken from district schools, as long as the courses are comparable.

Students with the highest scholastic average over a four-year period will be named valedictorian, salutatorian, and historian subject to the following conditions:

1. Both junior and senior work must be done at Spurger I.S.D.
2. Correspondence courses, summer courses, physical education, athletics, student aides, and remedial courses shall not be considered.
3. Students following the full workday program will not qualify in this competition.

## **Weighted Course Schedule**

For determining Class Ranking, grades will be weighted by the following scale:



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

Amebiasis	Campylobacteriosis	Chickenpox
Common Cold with Fever	Fifth Disease (Erythema Infectiosum)	
Gastroenteritis, Viral	Giardiasis	Head Lice (Pediculosis)
Hepatitis, Viral A	Impetigo	Infectious Mononucleosis
Influenza	Measles (Rubeola)	Bacterial Meningitis
Mumps	Pinkeye (Conjunctivitis)	Ringworm of the Scalp
Scabies	Shigellosis	Tuberculosis, Pulmonary
Rubella (German Measles) including congenital		Streptococcal disease, invasive
Salmonellosis, including typhoid fever		Whooping Cough (Pertussis)

## 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 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/>.

## **COMPLAINTS BY STUDENTS / PARENTS**

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at policy code FNG. In general, a parent or student should first discuss the complaint with the teacher. Secondly, the campus principal may be contacted, and if unresolved, a written complaint and 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.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available on-line or in the principal's and Superintendent's offices.

- **Discrimination on the basis of gender (Policy FB)**
- **Sexual abuse or sexual harassment of a student (Policy FNCJ)**
- **Loss of credit on the basis of attendance: (Policy FDD)**
- **Removal of a student by a teacher for disciplinary reasons (Policy FOAA)**
- **Removal of a student to a disciplinary alternative education program (Policy FOAB)**
- **Expulsion of a student (Policy FOD)**
- **Identification, evaluation, or educational placement of a student with a disability (Policies EHBA and FB)**
- **Instructional materials (Policy EFA)**
- **On-campus distribution of non-school materials to students (Policy FMA)**
- **Complaints against District peace officers (Policy CKE)**

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school

grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Students are expected to:

- **Behave responsibly, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for the property of others, including District property, is essential to maintaining safety, order, and discipline.**
- **Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.**
- **Be well-groomed and appropriately dressed each day.**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences. (Please see the **Preface** for further information.)

### **Academic Dishonesty/Cheating/Plagiarism**

Academic dishonesty—cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work—homework, class work, test answers, etc.—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

**Conduct Violations** as experienced, recorded and managed, will be guided, tracked and recorded by a system which encompasses the utilization of the student handbook, the district.

Discipline Management Plan and a discipline slip which will be maintained by the teacher, the ISS room manager and the principals' office staff.

No student shall interfere with, intimidate, harass or injure another student while at school or any school sponsored activity, or while traveling to/from school on school operated vehicles. Students who engage in such action, individually or in concert with others, shall be subject to disciplinary action, including suspension, if warranted.

The right of every student to feel welcome and comfortable is valued. The usage of profane or obscene language, obscene gestures, abusive verbal exchanges, name calling, or other verbal "put downs" will not be tolerated.

Spurger I.S.D. rules of student conduct apply to all school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for criminal prosecution for violations of law.

Any violation of the student code of conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction.

### **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 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.**

## **Prohibited Items at School**

No students are allowed to carry any article that could be considered dangerous or disruptive on campus at any time.

The following is a listing of prohibited articles:

- |                      |                                |                    |
|----------------------|--------------------------------|--------------------|
| • Matches            | Balloons                       | Radios             |
| • Fireworks          | Taps on shoes                  | Razor blades       |
| • Razor blades       | Hair rakes                     | Recorders          |
| • Pagers             | Radios                         | Cameras            |
| • Slam books         | Water guns                     | Headphones         |
| • Gum                | Wallet chains                  | CD Players         |
| • CD's               | K2                             | Lighters           |
| • Electronic devices | Laser pointers                 | Knives of any kind |
| • Skateboard         | Tire deflator devices (Spikes) |                    |
- Any sharp object and/or any object that might be used as a weapon
  - Articles such as sports cards, magazines, other types of cards, marbles, dice, etc., may not be dangerous in and of themselves, but may cause disruptions. These articles may be taken up and brought to the Principal's office. Possession of these articles may result in corrective measures. Students who bring prohibited articles by mistake may turn them in voluntarily to the office without penalty.

Students should bring only items related to school activities.

## **Students at school or school-related activities are prohibited from:**

1. Throwing objects outside supervised school activities that can cause bodily injury or damage property.
2. Leaving school grounds or school-sponsored events without permission.
3. Using profanity, vulgar language, or obscene gestures.
4. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees, or visitors.
6. Stealing from students, staff, or the school.
7. Damaging or vandalizing property owned by the District, other students, or District employees.
8. Disobeying school rules about conduct on school buses.
9. Fighting, committing physical abuse, or threatening physical abuse.
10. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

11. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school environment or incite violence.
12. Inappropriate physical or sexual contact.
13. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct.
14. Assaulting a teacher or other individual.
15. Selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana or a controlled substance; a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or an alcoholic beverage. Federal law mandates a violation of this prohibition to be wrong and harmful.
16. Bringing a firearm to school is a violation. Federal and state law requires expulsion for this conduct.
17. Smoking, using or possession of tobacco products.
18. Hazing.
19. Behaving in any way that disrupts the school environment or educational process.
20. Engaging in any conduct constituting felony criminal mischief as defined by law.
21. Engaging in unruly, disruptive, or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.

## **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). Corporal punishment will be governed by the following conditions:

- **The student will be told the reason for the corporal punishment.**
- **Only the principal or assistant principal may administer the punishment.**
- **The instrument to be used will be approved by the principal.**
- **The punishment will be administered in the presence of one other District professional employee and out of view of other students.**

Spurger I.S.D. will honor a parent's request that discipline methods other than corporal punishment be used. A record will be maintained of each instance of corporal punishment.

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses (courses by mail) for credit toward high school graduation. A maximum of 2 of the total units of credit required by the state may be acquired through correspondence. The principal must approve correspondence courses for any reason other than failure. For information and specific District policy in this regard, contact the Director of Student Services at 429-3464 ext. 237.

## **COUNSELING**

Students will have access to school counselor to assist students with a wide range of personal, social, and academic concerns.

## **Academic Programs**

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices. (Policy EIF)

### **Career and Technical Education (CTE) Programs**

The District offers career and technical education programs in Agriculture, Home Economics and Business Education. Admission to these programs is based on program availability.

Spurger 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.

### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirement, and differences between graduation requirements for the regular high school program and the advanced program. All students in grades 7-12 and their parents shall be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment with the counselor. All class work missed because of a visit to the counselor should be made up as soon as possible.

### **Personal Graduation Plans**

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 test 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 identify the student's educational goals and include consideration of the parent's educational expectations for the student {For additional information, see the counselor or principal and policy EIF}

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. [See **Graduation** for information regarding exit-level tests required by state law.]

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.

### **Other Standardized Testing: College Requirements**

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

## **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 EXAMINATION**

### **With Prior Instruction**

A student who has received prior instruction in a course or subject but did not receive credit for it may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

### **Without Prior Instruction**

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The dates on which examinations are scheduled during the 2011-2012 school year include: (Check with the principal or counselor for exam dates.)

The passing score required to earn credit on an examination for acceleration is 90.

A student planning to take an examination for acceleration (or the student's 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, on some other date, a test purchased by the parent from a State Board-approved university.

## **DETENTION**

Assignments to detention will be made at the discretion of the teacher/principal. These assignments to detention may be for the class period in which the student is assigned to that teacher, and/or after school. If after school detention is assigned, the parents will be notified prior to the assignment enabling the parent to arrange transportation. Types of misconduct that could result in referrals to detention may include but are not limited to: disrespect, insubordination, acting out, gum chewing, tardies, unexcused absences, late homework, and any other inappropriate behavior.

## **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 the child's first day of this school year. [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.]

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

The district often requires the use of student information for the following school-sponsored purposes: School-sponsored purposes are found in FL(LOCAL). This information will not be released to the public without the consent of the parent or eligible student. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wished to use this information for the school-sponsored purposes listed.

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

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

#### **Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office or at [www.spurgerisd.org](http://www.spurgerisd.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 teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## **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 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**]

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

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper, The Pirates Chest, and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials...from students**

Students must obtain prior approval from the campus administrator before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered,

any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal designates the location for approved non-school materials to be placed for voluntary viewing by students (Policy FNAA). The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Non-school Materials...from others**

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

Prior review will not be required for:

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

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

### **DRESS AND GROOMING CODE**

The District's dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards, and to teach respect for authority. Parents and students may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

1. Clothes shall be kept clean and must meet common standards of decency.
2. All should practice cleanliness and personal hygiene.
3. The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, double meanings, or that advertise or depict tobacco products, alcoholic beverages, drugs, firearms, or any other substance prohibited under Board Policy FNCF and prohibits any clothing or grooming that in the Principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. Any gang related apparel, shirts, jewelry, bandanas, etc. is not appropriate for school and will be confiscated.
4. **SHORTS - GRADES Pre K-6:** Walking shorts and culottes will be permitted as long as they are of an acceptable length, fit, style. Likewise, biking shorts, form-fitting, rolled-up, or physical education shorts will not be permitted. Acceptable length is any length below the fingertips.  
**GRADES 7 – 12: SHORTS, SKIRTS, DRESSES, SPLIT SKIRTS, CULOTTES,** etc. must have a hemline that comes to the top of the kneecap or below. Biking shorts, form fitting shorts, rolled-up shorts, physical education shorts and athletics shorts will not be permitted.

5. All shirts and/or blouses must be designed to prevent any intentional or accidental exposure of the midsection of the body. Bare midriffs are not permitted.
6. Students may not wear pajama tops or bottoms to school.
7. See-through blouses, pants, shirts, skirts, etc. are not permitted.
8. Tank tops, halter-tops, muscle shirts, and garments with spaghetti straps are not permitted. Shirts or blouses that meet the shoulder cap are acceptable.
9. Shirts and blouses must be buttoned.
10. Skirts, dresses, and split skirts must have a hemline that comes to the top of the kneecap or below.
11. Sundresses with spaghetti straps or tank tops are not permitted unless worn with a jacket.
12. Students will wear shoes to school. House shoes or slippers, cleated shoes, roller blade shoes, or shoes with taps are not permitted.
13. Only students wearing prescription glasses will be permitted to wear dark glasses inside the building.
14. Hats and caps are not permissible at school either inside or outside of the building. This applies to both male and female students. Hats or caps may be worn as part of an athletic uniform, at athletic events, in the Agricultural Science Department shop and/or tree farm areas, and during other special events with prior approval of the building principal.
15. The back of a boy's hair shall not exceed the top of the shoulders. The Bangs must be above the brow line and hair will not exceed the top of the ear lobe. Ponytails of any length are prohibited. (This includes braided hair.) Hair styles/cuts (insignias, initials, etc.) that are distracting or take away from the dignity of our school will be regulated.
16. Boys must be clean-shaven at all times. Sideburns are permissible if no lower than lip-line. Mustaches are permissible if well trimmed and neat. Beards or goatees are not permitted.
17. Jewelry may be worn; however, it must not be worn excessively. Any pendant, earring or other article of jewelry or clothing which displays any firearm (except recognized competitive or safety organizations) illegal drug (marijuana leaf, etc.), racial slur or anything that displays or promotes gang activity or affiliation will not be allowed. **Boys are not permitted to wear earrings, ear plugs, or ear studs. Jewelry in pierced body parts (other than female ears) will not be permitted.**
18. Dresses, shirts, and blouses with exaggerated necklines or armholes are not permitted.
19. Pants must be worn at the appropriate level so that underwear is not exposed. Baggy pants/jeans (off the hips) are not acceptable. Belts, when worn, must be buckled and tightened appropriately. Belts, straps, and suspenders will be fastened at all times.
20. NO holes of any kind in jeans. Jeans with frays or breeches in the material must be patched from the inside to where no skin shows.

Each year there are a few things, including some "fads" that show up in our schools. We are not listing any of these "fads", nor are we making a regulation to cover all problems that may arise. When a "fad" becomes a distraction on any SISD campus, we shall immediately eliminate the infraction. Anything that distracts from the spirit of dignity at our school will be regulated.

Questionable dress or appearance will be referred to the office. Students found to be in violation of the Dress and Grooming Code will be dealt with according to policy. Repeated violations of the *Dress and Grooming Code* will be handled in accordance to the Student Code of Conduct. All final decisions concerning the *Dress and Grooming Code* will be made by campus administrators.

## **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.

## **DUAL CREDIT COURSES/COLLEGE COURSEWORK**

High school graduation credit may be obtained by successfully completing a college course of study in a subject approved for dual credit. If a student desires to acquire such credit, he/she must seek approval from the high school principal before enrolling in the course. A semester of college credit may substitute for a half year of high school credit.

## **EMERGENCY MEDICAL TREATMENT**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, 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.

The District is not responsible for medical expenses associated with a student's injury. However, the District does make available optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While the University Interscholastic League (UIL)—a statewide association of participating districts—governs many of the activities eligibility by state law as well as UIL rules govern participation in many of these activities:

- A student who receives at the end of any grading period a grade below 70 in any academic class other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language may not participate in extracurricular activities (including scrimmages) for at least three school weeks.
- A student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks.
- An ineligible student may practice or rehearse, however.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed up to 15 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct.
- A student absent from school for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.

The Administration recognizes the merit of student organizations, which are properly sponsored, governed and conducted. To this end, the following guidelines apply:

1. The principal shall have final control over the activities of all student organizations.
2. No student organization shall exist, no activity carried on, nor money collected without prior consent of the principal.
3. All student organizations and/or activities shall have a faculty sponsor who shall be responsible for the group.
  1. All student activities shall be governed by the rules and regulations of the Spurger Independent School District.
  2. In the event a student wishes to express a concern, the following procedure will be followed:
    - a. The student should report his/her concern to his/her Student Council representative.
    - b. The Student Council representative should report this concern to the Student Council President.
    - c. The Student Council President should report this concern to the building Principal.
    - d. The Principal should report this concern to the Superintendent who, in turn, will decide if this concern should be presented to the Spurger Board of Trustees.

**Please note:** 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.

## **Offices and Elections**

### **Student Council – High School**

The Student Council's place in the secondary school is at the heart of the student activity program. It should be representative of all student groups in the school; however, it should never be thought of as a governing body. The council officers are a group of members elected by their peers. One regular member from each class may join the council by indicating a commitment to be involved in the objectives as set forth in the council's constitution.

It is our belief that the one true purpose for having student councils in secondary schools is to work in concert with school faculties to provide a school atmosphere that is conducive to the maximum learning by the maximum of students. The idea is that the student council should provide leadership among all the school's student in order to permit the students to gain the maximum learning for the opportunities afforded them. The student council must closely identify with the main objective of secondary education --- to provide school situations and experiences in which students may learn how to fulfill their role as individuals and citizens capable of taking intelligent action on personal, social, and political issues. The student council sets the pace, provides the example, registers approval and disapproval, rewards positive action, and admonishes negative action, and always respects the dignity of every individual.

### **Student Council Election Membership**

The membership of the student council shall consist of students from grades 7-12. They will serve for a period of one year. The candidates for officers of the council shall qualify by:

1. being a student in grades 9-12 for the term of office
2. there are no grade requirements, but students must meet the eligibility requirements as outlined in no-pass, no-play
3. being in good standing with the school administration

Officers shall be elected at the end of the school year by the student body, by majority vote.

Once a student becomes a member of the student council, he/she is required to earn a required number of points by a date specified by the officers in accordance with the council's constitution. Any student interested in being a representative shall submit their name during the specified time. When sign-up and during their term of office members must maintain passing average in all classes, and shall be in good standing with school authorities.

Any officer or representative that does not meet the requirements for membership will be put on probation for a period of six weeks. During this time they will have the opportunity to raise their grades, or make up any point deficit; otherwise their name will be removed from the council.

Students interested in pursuing election to office must be aware of the campaign rules and guidelines established by the election committee. All students, grades 9-11 are eligible to run the spring student council elections. There is no grade requirement, but the student must meet eligibility requirements under the no-pass, no-play rule. Candidates must also be in good standing with the school administration and registered as voters. Petitions to pursue election must be submitted by the deadline established by the Election Committee, without exception.

The election committee shall collect, tally, and publish the results of the election. A three-day grace period for challenges shall be allowed, after which no duly elected officer may be contested by the student body. However, the student body has the right to petition the council for the recall of any elected officer. If 1/3 of the registered voters sign a petition of recall, a recall election must be held. A successful recall vote must include fully 2/3 of the registered voters in favor of the recall.

Positions on the executive committee that are vacated during the regular term, for any reason, must be filled on a timely basis. The executive committee from among class officers may name an interim replacement, until the election committee per the aforementioned guidelines sets up a special election. The interim officer is eligible to seek election to the post with the established guidelines. Upon installation of the newly elected officer, the interim appointee shall relinquish his/her seat on the executive committee.

## **Other Elections**

- Mr. and Miss SHS and Most Likely to Succeed – To be eligible for either of these honors, one must be a senior student and passing at the time of voting. The individual with the majority of the votes wins.
- Class Favorites – Are voted on by each class and only those class members. Each class will select one male and one female. In the event of a tie, there will be a run-off between the two candidates.
- Homecoming Candidates and Queen – In accordance with the Spurgen ISD guidelines:
- Grades 7-11 – Candidates are voted on by their peers. The individual with the most votes will represent her grade/class. Escort will be a classmate selected by the winner.
- Grade 12 – All senior girls may participate and walk during homecoming as a class Duchess. Those who have attended Spurgen High School both their 10<sup>th</sup> and 11<sup>th</sup> grade years are eligible to be selected as the Homecoming Queen. Queen candidates must be single, have never been married, not pregnant and never had a child. Once the candidates have been determined, their names will be placed on a ballot and students in grades 9-12 will vote. The individual with the most votes will be crowned Queen.

## **NATIONAL HONOR SOCIETY – High School**

### **Membership and Dismissal Policies**

#### **I. Academic Standards for Member Selection (Membership Extended to 11th & 12th Grade Students)**

- A. Cumulative GPA - 90%
- B. College Preparatory Program
- C. Required Courses

1. **MATH** (4 units)
  - a. Algebra I
  - b. Geometry
  - c. Math Models (must be taken before Algebra II)
  - d. Algebra II
  - e. Pre-Calculus or other upper level course
2. **ENGLISH** (4 units)
  - a. English I
  - b. English II
  - c. English III
  - d. English IV
3. **SOCIAL STUDIES** (4 units)
  - a. U. S. History
  - b. Wld. History
  - c. Wld. Geo.
  - d. Gov't/Econ.
4. **SCIENCE** (4 units)
  - a. Biology I
  - b. Chemistry
  - c. Physics
  - d. A.P. Biology or other upper level course
5. **FOREIGN LANGUAGE** (2 units)
6. **FINE ARTS**
7. **SPEECH** (1/2 unit)
8. **HEALTH** (1/2 unit)
9. **ELECTIVES**
  - a. Upper level technology classes
  - b. Upper level agriculture classes
  - c. Upper level family consumer science classes
  - d. Journalism
10. **ACCEPTABLE WEIGHTED COURSES**
  - a. Pre-Calculus
  - b. Honors Chemistry, Honors Physics, Honors Algebra II
  - c. Spanish III
  - d. All A.P. classes and dual-credit courses

## II. Service, Leadership, and Character Standards for Member Selection

- A. Community and/or school volunteer service is required by the National Council and NASSP Board of Directors. If a student does not have a service project, the high school principal or counselor will assist a student in selecting a school-oriented project that satisfies the service requirement. A minimum of ten (10) hours a semester of volunteer service will meet the local chapter requirement. The student must provide to the local sponsor a monthly validation of volunteer service.
- B. A student who meets the leadership criteria must:
  1. hold an office either within the class or some other school, church, or community sponsored organization;
  2. be willing to represent the school in interscholastic competition (such as UIL);
  3. be willing to take on difficult responsibilities without complaint.
- C. To fulfill the character criteria, a student must:
  1. uphold principles of morality and ethics;
  2. demonstrate the highest standards of honesty and reliability;
  3. observe all school rules both inside and outside the classroom;
  4. actively help rid the school of bad influences and environment.

## III. Dismissal Policy

- A. **Academic Standards**
  1. The sponsor will monitor each student's grades at the end of each formal grading period.
  2. If a student's GPA falls below the required level, or if the student fails any one of the required courses, the Faculty Council will place the student on academic probation.
  3. The student will have the following formal grading period to raise his/her GPA to the required level.

4. If the student's GPA has not returned to a minimum level of 90%, the student will be considered for dismissal.

**B. Service Standards**

1. The sponsor will monitor each student's service hours at the end of each grading period.
2. If a student fails to provide the required number of individual and group service hours, the sponsor will give a letter of warning.
3. The student will have a predetermined time to perform service hours or provide documentation of intent.
4. If the student does not meet requirements for service, the Faculty Council will place the student on probation.
5. If student does not meet the minimum expectation, the Faculty Council will consider the member for dismissal.

**C. Leadership and Character Standards**

1. Cheating in any form will not be tolerated and will result in immediate dismissal.
2. Discipline referral will be heavily frowned upon. Any National Honor Society student sent to detention (ISS or AEP) for any reason will be brought before the Faculty Council to show cause for continued membership in the National Honor Society.
3. Because leadership and character account for 50% of the standards' criteria, a Spurger National Honor Society student is expected to maintain the highest standards in these two areas. Excessive absences weaken these standards; therefore, the faculty council has determined that MORE THAN TWO UNEXCUSED ABSENCES PER SEMESTER will constitute excessive absences. Any student with more than two unexcused absences PER SEMESTER will meet with the Faculty Council to show cause why the student should not be dismissed from membership because of non-compliance with the required standards.

**D. Dismissal**

1. In all cases, a member has a right to a hearing with the Faculty Council.
2. A majority vote of the Faculty Council, following the hearing, is required for dismissal.
3. ANY STUDENT WHO IS DISMISSED FROM THE NATIONAL HONOR SOCIETY CANNOT APPLY FOR RE-ADMISSION. Students who are dismissed from the N.H.S. may not make reference to membership for any period of time.
4. Also, according to the National Constitution, the former member must surrender the N.H.S. emblem patch, pin, and membership card to the chapter advisor.

## **Student Offices and Elections**

- Class officer elections will be held after the first six weeks grading period.
- The individuals receiving the most votes win.
- Candidates for office must be passing all subjects and have no more than one discipline referral.
- Officers are expected to exhibit qualities of leadership, responsibility, dedication and general moral character.
- Officers are also expected to work closely with the sponsors in organizing and coordinating class activities and fundraisers.

## **Athletics**

The athletic program of Spurger High School exists primarily to provide an educational experience for the participants as a phase of the school's curriculum. The fundamental principle for activities is to serve the education of youth and to provide a vehicle through which the school can accomplish the task of effectively meeting the needs and interests of students. The program promotes and supplements the regular curriculum as a part of the total educational picture, while providing values and experiences otherwise not obtainable.

All goals of the athletic program are developed according to the needs of students. All policies and ethics are designed to foster these goals:

1. Contribute to the health and well-being of the student
2. Develop physical and educational skills
3. Develop emotional maturity
4. Develop social awareness
5. Develop moral values
6. Develop a sense of cooperation
7. Develop a spirit of competition
8. Develop self-discipline
9. Develop an understanding of the democratic process

To accomplish excellence in athletics, participants must discipline their mind and body. They must be aware that they represent the school and community and have the responsibility to provide personal attributes related to citizenship, scholastic achievement, common courtesy, role modeling for younger students, and leadership.

**With these goals in mind, the following rules apply:**

1. Participant must travel to and from activities in transportation provided by the school. The only exceptions are as follows:
  - a) injury to a participant requiring alternate transportation
  - b) Prior arrangements between the participant's parents or guardian and the coach/advisor
2. There will be no use of tobacco, alcoholic beverages, or illegal drugs.
3. A citation reported to school officials by law enforcement for "unlawful possession of an intoxicating substance or an illegal drug may result in immediate suspension from participation in the program.

**There are certain rules of conduct that each participant should be aware of:**

1. No stealing or malicious destruction of any school or individual's equipment or property.
2. No unsportsmanlike conduct toward an opponent, official or spectator or use of profanity during a practice or contest.
3. Overall attitude toward programs, and their governing rules and regulations is a key factor to a well-rounded athlete. An infraction of conduct rules by a student, which is determined by the coach/advisor to be detrimental to the program, may result in counseling by the coach/advisor with possible extra workouts and/or suspension.

It is the responsibility of the coach/advisor to determine whether there are grounds for disciplinary action. Students have a right to request a conference with the coach and/or principal concerning this action. The following competitive Texas University Interscholastic League-sanctioned activities are sponsored by Spurger High School:

**Basketball    Volleyball    Softball & Baseball    Tennis    Golf    Track    Cross Country**

Spurger is a member of the UIL and is required to abide by the association's rules and eligibility for participation in various activities. In general, a student must have passed five solid subjects the preceding year to be eligible. All seven subjects must be passed to be eligible.

Any student interested in a particular activity may try out by reporting to the coach or sponsor of that activity when notice is issued.

Students must be in school the half-day preceding the activity in order to participate in competition.

## **Steroids**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

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

## **Physical Examinations**

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year of high school competition. In other years, students shall complete a medical appraisal form. Students may be required to have a physical examination based on answers to the appraisal form.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds and are 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 the District provides uniforms.**
- **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 optional courses offered for credit that requires use of facilities not available on District premises.**
- **Summer school 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.**

## ***FREEDOM FROM DISCRIMINATION***

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

and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site. Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

## **Reporting Procedures**

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

## **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG. In its efforts to promote nondiscrimination, the district makes the following statements: Spurger ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- **Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Joseph Fisher 409-429-3464**
- **Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Charlotte Odom 409-429-3464**
- **All other concerns: Call the superintendent Joseph Fisher 409-429-3464.**

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least two weeks before the event. Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Except as approved by the Principal, fund-raising by non-student groups is not permitted on school property.

## **GANG-FREE ZONES**

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

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation. Credits Earned / Grade Placement: 6 / 10<sup>th</sup> grade (sophomore), 12 / 11<sup>th</sup> grade (junior), 17 / 12<sup>th</sup> grade (senior)

## **GRADE AVERAGING FOR GRADES 7<sup>TH</sup> THROUGH 12<sup>TH</sup>**

Grades for all grading periods will be figured on homework and tests. All daily grades will be averaged and count as 40% of the total grade. Then, all test grades will be averaged and count as 60% of the total grade. No one (1) grade will be counted as more than 1/4 (25%) of the six-weeks grade. The semester grade will be an average of each six-weeks and semester exam. The semester exam will count as 1/7 of the semester grade. All students will be required to take a cumulative six weeks exam for each grading period. Teachers are required to have 9 daily grades and 3 test grades per a six week grading period.

A.....90-100      B.....80- 89      C.....70-79      F.....69 and below (failing)

## **Exemption from Final Exams**

All students are required to take semester exams for the fall semester. Students may earn exemptions from spring semester exams in May based on a combination of grade and attendance requirements. Students will be exempt from the final exams in May if they meet the following grade and attendance requirements:

- An average of 70 or higher and no zeros on any assignments for the spring semester and no absences
- An average of 80 or higher for the spring semester with no more that one (1) absence
- An average of 85 or higher for the spring semester with no more than two (2) absences
- An average of 90 or higher for the spring semester with no more than three (3) absences

All students are required to report to each cycle each day during final exams. Students who are exempt from exams have the option of reporting to the gym for play and relaxation. Other activities may be provided for those students who are exempt from exams.

Absences for co-curricular and extracurricular activities sponsored by the school will not count against exemptions. All other absences – both excused and unexcused – are counted for exemption purposes. Absences from class because of suspension or in-school suspension are also counted for exemption purposes.

## Grading Guidelines

1. **Materials:** Students must bring required materials to class every day unless previously instructed by the teacher. Each teacher will instruct the students on the materials that are necessary for their class. The penalties for not bringing the necessary materials to class for students in grades 7-12 are:

**1<sup>st</sup> offense** – Break detention

**2<sup>nd</sup> offense** – Break detention

**3<sup>rd</sup> offense** – Principal

A student who serves 6 days of break detention will serve one day of ISS, Saturday School, or After School Detention.

2. **Late Assignments:** All assignments are to be turned in at the assigned time. Late assignments will be penalized up to 15 points per day. Absences during the interim will be considered a school day, and work will be due upon return of the student. Extenuating circumstances are left to the teacher's discretion.
3. **Make-up Work:** Students will be allowed one day for each day of absence to make up missed assignments; thereafter, the penalty for late assignments will be assessed. Missed tests must be made up within three days upon return to school. It is the responsibility of the student to notify the involved instructor in order for that teacher to have the test or materials ready. Failure to complete the test by the established deadline will result in the score of zero on the test. Absenteeism during the make-up time will be assessed. Earlier make-up work will be due upon the student's return to school. In addition, if a student is present when a teacher assigns a test or other assignment, the student is responsible for taking the test or handing in the assignment upon returning to school following any absence during the interim.
4. **Saturday School:** Assignments will be made for students who are scheduled for Saturday School. Students who fail to attend Saturday School after scheduling has been made will receive "O's" for those assignments.
5. **Work Requested by Parents or Students:** When a student is absent from school and requests missed assignments be given him/her before return to school, the assignments are considered to have been made upon request and are due upon the student's return to school. Failure to turn in assignments upon return to school will result in a "0" for that assignment.
6. A student who attends an extended-year program must attend at least 90 percent of the program days and meet the academic proficiency standards of the course or grade level in order to be promoted.

In an extended year program provided by the Spurger School District, a student will not be granted a final course grade greater than 70.

Tardies to summer school in accumulation of two (2) will be considered absences. Appeals in this area may be made to the principal when extenuating circumstances are in evidence.

## **GRADE AVERAGING FOR GRADES 1<sup>ST</sup> THROUGH 6<sup>TH</sup>**

The six weeks grades will consist of two type of grades: test scores and daily grades (exceptions may be approved by the campus principal). Test scores will make up 50% of the average while daily grades will make up the other 50% of the six weeks average. Teachers are required to have nine grades each six weeks. Three of the nine grades must be based on formal assessments. Six weeks tests are optional and will count as a regular test grade.

## **GRADUATION**

**Graduation activities will include:**

- **Graduation Ceremony**

### **Graduation Programs**

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

**Graduation requirements that apply to students who entered grade 9 in the 2004-05, 2005-06, and 2006-07 school year.**

**Minimum Program** – The District requires completion of 2 credits in addition to those required by the state for graduation under the Minimum Program. The additional credits shall be electives. Total 24.

**Recommended Program** – The District requires completion of 2 credits in addition to those required by the state for graduation under the Recommended Program. The additional credits shall be electives. Total 26

**Advanced/Distinguished Achievement Program** – The District requires completion of 2 credits in addition to those required by the state for graduation under the Advanced/Distinguished Achievement Program. The additional credits shall be electives. Total 28.

**Beginning with the 2007-2008 school year the following requirements apply to students who entered grade 9 in the 2007-08 school year and thereafter.**

**Minimum Program** – The District requires completion of 2 credits in addition to those required by the state for graduation under the Minimum Program. The additional credits shall be electives. Total 24.

**Recommended Program** – The District requires no additional credits for graduation under the Recommended Program beyond those mandated by the state. Total 26.

**Advanced/Distinguished Achievement Program** – The District requires 2 credits for graduation under the Advanced/Distinguished Achievement Program beyond those mandated by the state. Total 28.

The District shall not allow students to substitute specified physical activities for the 1.5 required credits of physical education.

The District shall not award state graduation credit for physical education for private or commercially sponsored physical activity programs conducted either on or off campus (See also EHAC)

The District shall not offer state graduation credit for reading.  
(Reference EIF Local)

## **Requirements for a Diploma**

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

The 11th grade exit-level test will cover English language arts, mathematics, science, and social studies and will require knowledge of Algebra I, Algebra II, Geometry, Biology, Chemistry, Physics, English III, and early American and United States History.

House Bill 1563 requires that a district posthumously issue a diploma to a student who dies while enrolled in the 12<sup>th</sup> grade in the district, provided the student was on track to complete academic requirements for graduation by the end of the school year (school year includes any summer session). The posthumous diploma must be issued at the request of the student's parents. The district is not required to issue a posthumous diploma if the student was convicted of a Title 5 felony offense or adjudicated in another manner for having engaged in such a felony.

Upon the recommendation of the Admission, Review, and Dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her Individual Education Plan (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, 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. (Policy FMH LEGAL)

Students shall meet all state and local graduation requirements, including successfully completing the exit-level or end-of-course tests, to be eligible to participate in commencement activities and ceremonies.

## **Graduation dress code for High School**

Any student participating in the graduation ceremonies will be required to attend two graduation practices and to wear the appropriate attire.

### Appropriate attire for boys:

White dress shirt, tie, khakis slacks with dress shoes or boots (not work boots) – collared shirt will be tucked in – belt must be worn

### Appropriate attire for girls:

A nice dress that meets dress code (acceptable length, no extreme necklines or backless dresses). Girl must wear dress shoes/sandals.

## **Graduation dress code for Middle School**

Any student participating in the graduation ceremonies will be required to wear the appropriate attire.

### Appropriate attire for boys:

White dress shirt, tie, khakis slacks with dress shoes or boots (not work boots) – collared shirt will be tucked in – belt must be worn

Appropriate attire for girls:

A nice dress or pant suit that meets dress code. Dresses will be of acceptable length, no extreme necklines or backless dresses. Girl must wear dress shoes/sandals.

**Prom / Homecoming Dress Code**

Any student participating in the graduation ceremonies will be required to wear the appropriate attire.

Appropriate attire for boys:

White dress shirt, tie, khakis slacks/dark jeans with dress shoes or boots (not work boots)

**If a student is unable to meet dress requirements due to hardship, he / she should contact the counselor or campus principal.**

**HEALTH-RELATED MATTERS**

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

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

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters.

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

**School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the websites. (Policies BDF and EHAA)

**Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, a parent may submit a written request to the campus administrator 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 agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the campus administrator. (Policies CO and FFA)

**Other Health-Related Matters**

**Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. (Student Code of Conduct and Policy GKA)

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office.

### **Pest Management Plan**

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

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

In addition to the proof of immunization required at the time of enrollment, parents shall also provide annually to the school the health follow-up forms provided by Spurger I.S.D.

## **LAW ENFORCEMENT**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- **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.**
- **The principal ordinarily will make reasonable efforts to notify 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.**
- **The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.**

### **Students Taken into Custody**

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

- **To comply with an order of the juvenile court.**

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

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal 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. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

The District is also required by state law to notify:

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

### **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- **Monday – Friday 8:00AM – 3:00PM**

### **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.

## **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to others.

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

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

## **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:

- **Authorized employees, in accordance with policy FFAC, may administer: Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container. 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 provided by the parent, along with a written request, and in the original, properly labeled container. Herbal or dietary supplements provided by the parent 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 who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parent should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.**
- **Psychotropic Drugs**
- **Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, 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. "Psychotropic drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood or behavior altering substance.**

## **NURSE**

Spurger ISD has a part time nurse who is charged with the maintenance of all health records for the students of the district. The part time nurse and office secretaries will be responsible for the storage and dispersing of all medications prescribed to the students.

The nurse will act in an advisory capacity to the school personnel and parents and administer emergency aid to students as the need occurs.

## **PARTIES AND SOCIAL EVENTS**

The rules of conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event will be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

## **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).]

## **PEST CONTROL INFORMATION**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Administration office.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

(See Extracurricular Activities, Clubs, Organizations)

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

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

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

## **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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

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

In grades 1-6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level assessments (essential knowledge and skills) for all subject areas, and a grade of 70 or above in reading and mathematics, along with a 70 or above in two of the following three areas: English/language arts, science, or social studies.

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

Grade level advancement for students in grades 9-12 shall be earned by course credits. (Policy EIE Local)

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

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

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

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011–2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

## **PROTECTION OF STUDENT RIGHTS**

No student will 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.**
- **Mental and psychological problems potentially embarrassing to the student or family.**
- **Sexual behavior and attitudes.**
- **Illegal, antisocial, self-incriminating, and demeaning behavior.**
- **Criticism of other individuals with whom the student or the student's family has a close family relationship.**
- **Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.**
- **Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.**

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office to receive a pass to see the 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 FOR HIGH SCHOOL**

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six (6) weeks. Parents are notified if the student's grade average is near or below 75 or below the expected level of performance. If a student receives a grade of less than 75 in any class or subject during a grading period, the parents may be requested to schedule a conference with the teacher of that class or subject. Tutorials are available for a student who receives a grade below 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within two (2) days.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES FOR ELEMENTARY**

Written reports of student grades and absences shall be issued to parents at least once every six weeks. Parents will also receive progress reports at the three-week mid-report period.

## **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.

## **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.

## **SAFETY / ACCIDENT PREVENTION**

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 ensure school safety. A student should:

- **Avoid conduct that is likely to put the student or other students at risk.**
- **Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.**
- **Remain alert to and promptly report safety hazards, such as intruders on campus.**

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse at 429-3464 to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

### **Accident Insurance**

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the principal's office.

Before participating in a school-sponsored trip outside the District, students and parents must have:

1. Purchased the student accident insurance.
2. Shown proof of insurance.
3. Signed a form rejecting the insurance offer.

Spurger I.S.D. Board of Trustees may purchase insurance for students who participate in interscholastic athletic competition, against bodily injury sustained while training for or engaging in such competition. Such insurance shall be purchased from a reliable insurance company authorized to do business in Texas and shall be on forms approved by the State Board of Insurance. The amount shall be in keeping with the financial condition of the District and shall not exceed the amount, which the Board considers reasonably necessary to afford adequate medical treatment of students so injured.

### **Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, 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.

### **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 and staff in charge quickly, quietly, and in an orderly manner.

## **SCHOOL FACILITIES**

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 in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

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

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

The cafeteria is open to students before school beginning at 7:30 a.m.

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 rehearsal, club meetings, athletic practice, 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 code of conduct for participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose.

## **SCHOOL SPIRIT/PIRATE PRIDE**

School spirit may be divided into three categories:

1. Courtesy: Toward teachers, fellow students, and the officials of school activities
2. Pride: In everything our school endeavors to accomplish and has accomplished
3. Sportsmanship: The ability to win and lose gracefully

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

## **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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is 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 District policy, whether or not a student is present.

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security 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].

### **Drug Detection Dogs**

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present. Trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, bilingual students, homeless 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 building principal.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: **Contact Person: Special Education. Dept., Phone Number: (409) 429-3464, ext. 236**

### **Services for Title I Participants**

The Parent Involvement Coordinator: The Elementary and High School Principal works with parents of students participating in Title I programs may be contacted at 409-429-3464.

## **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.

## **STATE-MANDATED ASSESSMENT TESTS**

Students at certain grade levels will take state assessment tests, State of Texas Assessments of Academic Readiness (STAAR) in the following subjects, as well as End of Course Assessments (EOC), along with routine testing and other measures of achievement:

- Mathematics, annually in grades 3-7 without the aid of technology and, in grades 8-11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10 and 11

- Social studies in grades 8 and 10 and 11
- Science in grades 5, 8, 10 and 11 [See note below]
- Any other subject and grade required by federal law.

## **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** 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**, **Grading Guidelines**, and **Graduation** 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** 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.

## **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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 reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- **Working with the student;**
- **Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;**
- **Compiling statistical data; or**
- **Investigating or evaluating programs.**

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG(LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

### **STUDENT SCHEDULES**

All students in grades 7-12 shall be scheduled for seven (7) classes. The principal shall inform students of deadlines and requirements for dropping courses or changing schedules.

The office will contact the student about changes needed.

## **TECHNOLOGY – USE OF RESOURCES**

The District's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the District's IT resources:

### **Student Responsibilities:**

#### **Respect the integrity, security, and availability of IT resources:**

- Do not destroy or damage equipment, data, or other resources that do not belong to you without the clear permission of the owner.
- Do not attempt to access data, networks, or devices that you have not already been granted access.
- Conserve, protect, and share IT resources with other students and IT users.
- Report security risks or violations to a teacher or staff member.

#### **Respect and protect the privacy of others:**

- Use only your assigned accounts.
- Do not view, use, or copy passwords, data, or other resources to which you are not authorized.
- Do not distribute private information about others or yourself.

#### **Respect and protect the intellectual property of others:**

- Do not infringe copyrights(no making illegal copies of music, games, movies, etc...)
- Do not plagiarize.

#### **Respect and practice the principles of the community:**

- Communicate only in ways that are thoughtful and respectful.
- Report threatening or discomfoting materials to a teacher or staff member.
- Do not intentionally access, transmit, copy or create material that violates the District's policy or code of conduct or material that is illegal.
- Do not use IT resources that further acts that violate the District's policy or code of conduct or any illegal activity.
- Do not send spam, chain letters, other mass unsolicited messages.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as an educational project.
- Remember your actions and materials produced may be seen to represent the District and should be in accordance with District policy.

### **Student Privileges:**

1. You may produce and post materials using District resources when approved by your teacher and is part of an approved classroom lesson plan.
2. You may use communications such as chat, posts, email and other messaging as approved by your teacher and is part of an approved classroom lesson plan.
3. You may install software or download data as approved by your teacher if in conformity with laws and licenses and is part of an approved classroom lesson plan.
4. You may use the District's IT resources for any educational purpose as approved by your teacher.

### **Inappropriate Use of Technology**

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

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal may make an exception if the parent or guardian personally requests that the student be permitted to ride with the parent or guardian no later than the day before the scheduled trip.

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security 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.]

Students arriving at school in a personal vehicle that will be parked in the designated student parking area must immediately lock and leave the car and exit the parking area. Students are not to return to their vehicles until the bell signaling dismissal of school is sounded. The parking area is strictly off limits to students. Once a student arrives on campus, he/she may not leave without the principal's permission. Any reckless or irresponsible handling of a vehicle or an infraction of any of these rules by a student shall result in suspension of the privilege of bringing a car to school.

## **VIDEOTAPING OF STUDENTS**

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

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

A parent who wants to view a videotape following discipline of that parent's child may request access in accordance with policy FL in the District's policy manual.

## **VIOLATIONS OF LAW:**

- ***Alcohol, Drugs, Tobacco, and Weapons***—Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.
- ***Disruptive Activities***—State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:
  - Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
  - Interfere with an authorized activity by seizing control of all or part of a building.
  - Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
  - Use force, violence, or threats to cause disruption during an assembly.
  - Interfere with the movement of people at an exit or an entrance to District property.
  - Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
  - Disrupt classes 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; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
  - Interfere with the transportation of students in District vehicles.
- ***Gangs and Other Prohibited Organizations***—Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.
- ***Hazing Activities***—State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official. [See the Student Code of Conduct.]

## **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. Senate Bill 9 allows Spurger ISD to request that a person visiting a campus show a government-issued form of identification containing the person's photograph.

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

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds.

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

On occasion, the District may invite representatives from colleges and universities and other higher education institutions, prospective employers, representatives from the business sector, and military recruiters to present information to interested students.