

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Hawley ISD Student Handbook for 2007–2008. I understand that the handbook and student code of conduct contains information that my child and I may need during the school year.

We acknowledge that we have received a copy of the Hawley ISD Student Code of Conduct for the 2008–2009 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

School: _____

Grade level: _____

Please sign this page, remove it, and return it to the student's school. Thank you

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Hawley ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 8, 2008.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

For the following school-sponsored purposes: Hawley ISD has designated the following information as directory information:

- Student name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees
- Honors
- Awards received
- Dates of attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

RELEASE OF STUDENT INFORMATION PERMISSION FORM

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use the information in the list on the previous page for the specified school-sponsored purposes.

Parent signature _____ Date _____

**PARENT’S RESPONSE REGARDING RELEASE OF INFORMATION TO
MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION
(High School Students Only)**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

Parent: Please complete the following only if you do not want your child’s information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student’s name*) requests that the District **not** release my child’s name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent Signature _____ Date _____

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Hawley 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:

Mr. Bobby Matthews, Superintendent

PO Box 440

Hawley, TX 79525

325-537-2214

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Ms. Nellie Martin

PO Box 440

Hawley, TX 79525

325-537-2214

- All other concerns: See the superintendent:

Mr. Bobby Matthews, Superintendent

PO Box 440

Hawley, TX 79525

325-537-2214

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the maintenance director's office. If you have any questions, please contact Richard Howeth at 325-537-9834.

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 Richard Howeth at 325-537-9834.

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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PREFACE

To Students and Parents:

Welcome to school year 2007–2008! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

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

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

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

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

Both students and parents should become familiar with the Hawley ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct is the second half of the Student Handbook and is also available at the Superintendent’s office, Elementary, Middle and High School campuses.

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

In case of conflict between board policy or the Student Code of Conduct and any provisions of Student Handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, and release of information to military recruiters and institutions of higher learning. [See **Obtaining Information and Protecting Student Rights** on page 12 and **Directory Information** on page 17 for more information.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in any school office or online at <http://www.tasb.org/POLICY/POL/PRIVATE/127904/>.

School Mascot: Bearcat

School Colors: Maroon and White

School Song:

Bearcats, Bearcats, We Are for You,
Colors Maroon and White Are Flying
High and True

This Symbol of Our Might is Better
Than The Rest

Fight On To Victory – Forever We'll Be
Best

B-E-A-R-C-A-T-S B-E-A-R-C-A-T-S

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Hawley 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:

Mr. Bobby Matthews, Superintendent
PO Box 440
Hawley, TX 79525
325-537-2214

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Ms. Nellie Martin
PO Box 440
Hawley, TX 79525
325-537-2214

- All other concerns: See the superintendent:

Mr. Bobby Matthews, Superintendent
PO Box 440
Hawley, TX 79525
325-537-2214

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child 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** on page 29 and **Academic Programs** on page 22.]
- 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 offices for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See policies BDF, EHAA, FFA, DBA and **Report Cards/Progress Reports and Conferences** on page 47.]
- Becoming a school volunteer. There are many activities in which volunteers are needed. Please contact your child's campus for more information about becoming a volunteer [For further information, see policies at GKG].
- Participating in campus parent organizations. Please contact your child's campus for more information about parent organizations.
 - Parent organizations include:
 - Booster Clubs
 - Band
 - Athletics
 - Academics
 - Parent Teacher Student Association (PTSA)
 - Serving as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement [For further information, see policies at BQA and BQB].
 - Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [[See policies at

BDF, EHAA, FFA and information in this handbook at **School Health Advisory Council** on page 40.]

- Attending board meetings to learn more about district operations. [See policies BE and BED for more information.] The Hawley ISD School Board Meeting is held on the 2nd Monday of each month at 7:00 p.m. in the Hawley ISD Administration Building.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

- If any of the above activities do occur, all parents will receive a copy of a form that will allow you to opt your child out of any of the above activities.

Displaying of a Student's Artwork and Projects.

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

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

[See **Student Records** on page 16.]

Granting Permission to Video or Audio Record of a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 45 and policy EC.]

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

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

Requesting Notices of Certain Student Misconduct

A non-custodial parent, may request in writing that he or she be provided, for the remainder of the school year a copy of any written notice usually provided to a parent related to your child’s misconduct that may involve placement in a Disciplinary

Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the Student Code of Conduct.]

[See **Bullying** on page , and policy FFI(LOCAL).]

Requesting Transfers for Your Child

As a parent you have a right:

- To request the transfer of your child to another classroom 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. See the superintendent for information. [See 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. [See policy FDD (LOCAL)]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL)].

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Patti Tessen or Sandra Matthews at 537-2214.

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

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

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

report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Patti Tessen, Hawley ISD Diagnostician, at (325) 537-2722. All special education records will be destroyed seven years after a student has graduated or transferred from Hawley ISD.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Ms. Nellie Martin at 325-537-2722
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Ms. Sandra Matthews at 325-537-2214

STUDENT RECORDS

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney,

auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.

- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

A parent or eligible student may inspect records during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent and principal's offices is:

800 First Street

Hawley, TX 79525

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

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office [or on the district's Web site at <http://www.tasb.org/POLICY/POL/PRIVATE/127904/>].

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

Please note:

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The District has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams [See policy FL (Local)].

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

Release of Student Information to Military Recruiters and Institutions of Higher Education – (High School Only)

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 on the district's Web site at:

<http://www.tasb.org/POLICY/POL/PRIVATE/127904/>.

The parent's or eligible 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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

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/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/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, one dealing with compulsory attendance, the other with 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 six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise legally exempt.

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

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered 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.

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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A 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 be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Excused Absences

Excused Absence - Any medically related absence would be considered "excused" only if a doctor's note is provided. All school related activities (i.e., field trips, participation in all UIL activities) are considered excused. Each campus will document and implement their procedures on handling such incidents.

Parent's Note After An Absence

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

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness

or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

Driver License Attendance Verification (High School Only)

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

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see Academic Counseling on page 29 of this handbook and policies at EIF.]

AWARDS AND HONORS

Honor Roll

Elementary School

At the elementary level, the principal and faculty set honor roll criteria. Elementary criteria may include both academic and citizenship grades.

Middle School/High School

For a student's name to appear on the honor roll, he/she must attain an overall grade average of 90 in all courses and have no failing grades for the six weeks grading period.

Perfect Attendance

A student must attend all instructional days and must be in attendance from 8:00 a.m. until 2:00 P.M (all instructional days), with the exception of district early release days, if he/she is to be considered for a perfect attendance award. This is for the Elementary campus only.

If a student is removed from school by a parent or legal guardian before 2:00 p.m. that student will be considered "absent" and will not be eligible for the perfect attendance award. This is for the Elementary campus only.

A student must attend all instructional days and must be in attendance from 8:00 a.m. until 3:20 P.M (all instructional days), with the exception of district early release days, if he/she is to be considered for a perfect attendance award. This is for middle school and high school campuses only.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his

property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

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

CAREER AND TECHNOLOGY PROGRAMS (Middle and High School)

The district offers career and technology programs in Industrial Technology, Family and Consumer Sciences, Computers and Agriculture.

Hawley 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 vocational programs.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT (HIGH SCHOOL ONLY)

Honor graduates are determined on a total grade point basis at the completion of the fifth six weeks of their senior year

- The Valedictorian and Salutatorian in Hawley High School are also determined on a total grade point basis following the end of the fifth six weeks of their senior year.
- To be eligible for Valedictory or Salutatory honors, the student must complete grades 11 and 12 in the Hawley schools. This work must be completed within the normal four-year period.
- The highest-ranking student will be designated as Valedictorian, and the second highest will be designated as Salutatorian.

If two students tie for first place, the following system will be used:

- a. Final numerical average carried to five decimal places.
- b. Number of honors level courses (Pre-AP, AP)

A student's class rank is based on total grade points earned from the beginning of his/her freshman year through the completion of the fifth six weeks of his/her senior year. Students who have already met graduation requirements and voluntarily choose to attend high school a fifth year will receive no grade points for courses taken the fifth year. Class rank for these students will be determined by grade points earned in the first four years of high school. A student who selects the Texas High School Early Graduation Program their class rank will be determined through the completion of the fifth six weeks of his/her junior year. A student who selects the Texas High School Early Graduation Program will not be eligible for Valedictory or Salutatory honors.

Students will receive grade points only for courses scheduled during the regular school day, during the regular school year and/or during summer school sessions as defined by

the official school calendar, which is approved annually by the Board of Trustees. For more information about a particular course's impact on class rank or the grade point system, speak with a school counselor.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about the application process and deadlines.

[For further information, see policies at EIC.]

Classification of Students (High School Only)

The classification of a student depends upon the number of units earned and not upon the number of years spent in high school. The minimum number of units required for each classification is as follows:

Sophomores: 6 units

Juniors: 12 units

Seniors: 18 units

Changes in classification are made at the beginning of the academic year. No changes are made at the end of the first semester.

To be classified as a senior, students must be scheduled to graduate at the end of the spring semester of the current school year.

Weighted Grade Point Average

Weighted grades are used to calculate class rank only. The weighted GPA and rank shall be computed after the fifth six weeks for Freshman, Sophomores and Juniors. The GPA for Freshman, Sophomores and Juniors will be used to determine the recipients of district awards. The final cumulative GPA is calculated at the end of the sixth six weeks.

During the senior year, the weighted GPA and rank will be computed at the end of the first semester and again at the end of the 5th six weeks for graduation.

A student's class rank is based on total grade points (cumulative GPA) earned from the beginning of his/her freshman year through the completion of the fifth six weeks of his/her senior year. Students who have already met graduation requirements and voluntarily choose to attend high school a fifth year will receive no grade points for courses taken the fifth year. Class rank for these students will be determined by grade points earned in the first four years of high school.

Students will receive grade points only for courses scheduled during the regular school day, during the regular school year and/or during summer school sessions as defined by the official school calendar, which is approved annually by the Board of Trustees.

Students entering high school before the 2007-08 school year will follow the previous weighted grade point system.

The following guidelines will be in effect for any student entering high school during or after the 2007-08 school year:

- Advanced Foreign Languages, Pre – A. P. and A.P. classes will receive an additional 10 points towards the Grade Point Average.
- General Education Classes will receive an additional 5 points towards the Grade Point Average.
- Special Classes (Resource, Novanet Credit Recovery, and Alternative ED. Program) will receive no extra points towards Grade Point Average.

All graduating seniors who have maintained an average of 90 or better in all academic subjects and have completed the requirements of the Recommended or Distinguished Diploma will be considered honor graduates.

In computing class rank, all academic grades for all four years (excluding band, choir, instrumental ensemble, physical education, athletics, DCP (work program), yearbook, ACT/SAT Prep, classes that receive local credit, credit by examination, correspondence courses, concurrent enrollment courses, TAKS remediation, dance, gymnastics and office aide) will be used.

Algebra I taken at the middle school for high school credit will be considered as a general class and will be weighted as such.

For three-year graduates, all academic grades for all three years (excluding band, choir, instrumental ensemble, physical education, athletics, DCP (work program), yearbook, ACT/SAT Prep, classes that receive local credit, credit by examination, correspondence courses, concurrent enrollment courses, and office aide) will be used.

For more information about a particular course's impact on class rank or the grade point system, speak with a school counselor.

COLLEGE COURSES/DUAL CREDIT COURSES (High School Only)

The Hawley Independent School District recognizes students with the desire to continue their education beyond high school. Those students having satisfactory school attendance may pursue enrollment in a recognized institution of higher education accredited by a regional accrediting association as an extension of the school day or school year and grades, written parental/guardian permission and approval from their principal. Grade points are not awarded for these college courses.

Concurrent Enrollment

High school credit may be earned for courses taken concurrently only if these courses are part of a special program recognized by the District. Course syllabi must be submitted to the District for review through the Administrative Officer for Curriculum. The award of credit will be for courses that provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills (TEKS). Students who successfully complete the course of study may receive one credit toward courses required for high school graduation and one elective credit for additional courses. Tuition for these courses is the responsibility of the student.

Dual Credit

High school credit may be earned for college courses specified in the HISD/ Western Texas College. These courses may change from year to year dependent upon the written agreement. Eligible juniors and seniors may register for these courses. For registration forms and more detailed information, contact the high school counselor. These courses receive a letter grade and are **not** counted towards the student's grade point average.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at: <http://www.tasb.org/POLICY/POL/PRIVATE/127904/>.

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

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff.

[For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of 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 will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal’s office. The principal will determine whether to

return items to students at the end of the day for students to take home or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restrooms areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner for the release of certain telecommunication devices.

Students may only use audio visual or electronic equipment in the classroom with permission of the teacher. These items include but are not limited to audio or video taping equipment. The school is not responsible for the damage, loss or theft of these items. Students who violate this policy will be subject to disciplinary action.

[See policy FNCE.]

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The principal shall exclude from attendance any student suffering from a communicable condition, as defined by the Texas Board of Health, until one of the criteria for readmittance is fulfilled. *25 TAC 97.7(b)* If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

CORRESPONDENCE COURSES (High School Only)

Students may be enrolled in only one correspondence course at a time. Only two units of correspondence work may be counted towards graduation. The credit earned may be applied toward state or local graduation requirements.

The principal must approve all correspondence courses. Grade points are not awarded for correspondence course work.

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

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

Psychological Exams, Tests or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

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

CREDIT BY EXAM—If a Student Has Taken the Course (Middle and High School only)

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

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

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

Students may apply to take an examination for acceleration to gain credit for courses or advance to a higher grade (for grades 1-5) in which they have had no prior formal instruction. A minimum score of 90% on the exam is required to earn credit. Students who are strong academically have a better chance of passing a test of the essential knowledge and skills (TEKS). The exams are offered at designated times throughout the year through an application process. Students may take an acceleration exam for a specific course one time only. If credit is earned, the student's transcript reflects the grade earned in the course exam. No grade points are awarded for these courses. Testing dates, formal applications and more detailed information is available in the counselor's office at the high school.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The "Paw Print" (high school newspaper), the "Hawley Highlights" (middle school newspaper), the "Bearcat Bulletin" (elementary news letter) and the yearbook are available to students.

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

[**Directory Information for School-Sponsored Purposes** on page 17]

Nonschool Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principals have designated each campus' front office as the location for approved nonschool materials to be placed for voluntary viewing by students. See policies at FNAA.

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

Hawley ISD's guidelines for student dress may be more conservative than those of other districts; however, the Hawley ISD Board of Trustees has established what it feels are appropriate guidelines to teach hygiene, instill discipline, prevent disruption and maintain a proper learning environment.

Many fashions, fads and trends might be appropriate or accepted for leisure activities, such as going out with friends, to the mall, on vacation or even at home. But not all of these fashions are acceptable to wear in Hawley ISD schools during the school day. Hawley ISD's dress code is designed to be flexible and broad so that it can be adapted to address ever-changing fads and fashions. Interpretation is up to each school principal, and his or her decisions regarding dress and grooming are considered final. If parents have questions about whether something is considered appropriate for their child (ren) to wear to school, they are encouraged to ask the school principal in advance of allowing their child (ren) to wear it.

For more information about the dress code, please refer to the Student Code of Conduct.

DROPPING COURSES AND ENTERING LATE (High School Only)

Students should be careful when considering dropping classes. Grades reflected on report cards/ transcripts, grade point average and eligibility for extracurricular activities should be considered. Students who drop a course while failing may become ineligible under Texas Education Agency guidelines. Students who drop a course after the fourth week of school will receive a WD (withdrew from course) for the semester and final grade. The WD will be used in calculating a student's grade point average. Courses will not be dropped after the fourth week of any grading period. At this point, students must complete the six weeks and receive a grade. Students must enroll in school before the end of the first three weeks in order to carry a full credit load for the semester. Students entering more than three weeks late will not be permitted to take a subject for credit without permission from the Principal.

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

[For further information, see policies at FM and FO.]

ENROLLMENT OF NEW STUDENTS

The child's parent or the child's guardian or other person with legal control of the child under a court order must enroll the child. A school district shall record the name, address, and date of birth of the person enrolling a child.

In each public school a student must be identified by the student's legal surname as that name appears:

- (1) On the student's birth certificate or other document suitable as proof of the student's identity; or
- (2) In a court order changing the student's name.

Any student admitted to a Hawley ISD school must have records such as report card and/ or transcript from the previous school attended to verify his/her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in a Hawley ISD public school for the first time must present a signed statement from a physician or present documentation of immunizations as required by the Texas Department of Health.

No later than 10 days after enrolling in school, the parent and school district in which the student was previously enrolled shall furnish records, which verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. (Ed. Code Sec. 25.002)

The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

In order for a person other than a parent, legal guardian or other person having lawful control to enroll a student in HISD, all district administrative guidelines must be adhered to. Falsification of information required by these guidelines is a very serious offense. In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) The maximum tuition fee the district may charge under Section 25.038; or
- (2) The amount the district has budgeted for each student as maintenance and operating expenses. [EDUCATION CODE Sec. 25.001(h)]

Students are expected to attend the school within the attendance zone in which they live.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

[For further information, see policies FM and FO.]

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 54.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities. [See policies at GKD (LEGAL and LOCAL).]

GRADING GUIDELINES

Grading System

- **Elementary School Grades**

In order to arrive at the value of a student's progress during a semester, the semester is divided into three grading periods of six weeks each. The semester grade is determined by averaging the three six-weeks periods. The final grade for the year is determined by averaging the two semester grades.

Kindergarten students receive a progress report that indicates whether the student is progressing "consistently," is "progressing," or "needs to develop" in curricular areas. In first grade, numerical grades are given in Reading, English, Spelling and Mathematics. Letter grades are given in other subjects and citizenship.

For grades two through five, numerical grades are given for Reading, English, Spelling, Mathematics, Science/Health, and Social Studies. Letter grades are given in other subjects and citizenship.

- **Middle School Grades**

In order to arrive at the value of a student's progress during a semester, the semester is divided into three grading periods of six weeks each. A formal examination is given at the end of the six weeks period to be averaged with other work for that six weeks. In computing the six-weeks grade for six, seventh, and eighth graders, the examination is counted as 1/5 of the six-weeks grade.

The semester grade is determined by averaging the three six-weeks periods. Final course grades are determined by averaging the two semester grades.

All grades on report cards are numerical, from 0-100. A grade of 70 is the minimum passing grade. To receive credit for a course, a student must achieve a minimum grade of 70 for the final grade.

- **High School Grades**

In order to arrive at the value of a student's progress during a semester, the semester is divided into three grading periods of six weeks each. A formal examination is given at the end of the six weeks period to be averaged with other work for that six weeks. In computing the six-weeks grade, the examination is counted as 1/5 of the entire grade.

The semester exam may count as the third- and sixth week exams. Final examinations are given the last week of each semester. These exams are over all the material covered the preceding three six-weeks and count 1/5 of the final semester grade. In the full-year, one unit-credit courses, the final grade is determined by averaging the semester grades.

All grades on report cards and academic achievement records (transcripts) are numerical, from 0-100. A grade of 70 is the minimum passing grade.

To receive credit for a course, a student must achieve a minimum grade of 70 for the final grade of the course.

Graduation Programs

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

- **Minimum Graduation Plan** - In addition to the 22 credits required by the state for graduation under the Minimum Program, the District shall require 4 credits, for a total of 26. The additional credits shall be 3.5 credits from electives and 0.5 credits Physical Education.
- **Recommended High School Program** - In addition to the 24 credits required by the state for graduation under the Recommended Program, the District shall require 2 credits, for a total of 26. The additional credits shall be 1.5 credits from electives and 0.5 credit Physical Education.
- **Distinguished Achievement Program** - In addition to the 24 credits required by the state for graduation under the Distinguished Achievement Program, the District shall require 2 credits, for a total of 26. The additional credits shall be 1.5 from electives and 0.5 credit Physical Education.

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn additional credits in math and an additional credit in science. The minimum plan requires three credits of math and social studies as well two credits in Science and four credits in English. The Recommended and Distinguished Plans require four credits English, Math, Science and Social Studies. However, each plan has different requirements that a student must meet in order to graduate on the specific program. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- | | |
|---|------------|
| • Minimum Program | 26 credits |
| • Recommended Program | 26 credits |
| • Advanced/Distinguished Achievement Program | 26 credits |

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

Certificates of Coursework Completion

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

Physical Education Substitutes

The District shall allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:

1. Drill team, marching band, and cheerleading during the fall semester
 2. Junior Reserve Officer Training Corps (JROTC)
 3. Athletics
 4. Dance I-IV
 5. Two- or three-credit career and technology work-based training courses
- 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 policy EIF]

Students with Disabilities

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

Graduation Activities

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

The District, for disciplinary reasons, may not allow a student to participate in Graduation Activities. This does include the Graduation Ceremony.

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are class officers of the graduating class, and the top five percent academically ranked graduates will be eligible

to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the students giving the opening and closing remarks, the valedictorian, salutatorian and the top five percent academically ranked graduates may have speaking roles at graduation ceremonies.

[For student speakers at other school events, see STUDENT SPEAKERS on page [\[redacted\]](#).]

[See FNA(LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page [34](#).]

State Scholarships and Grants (High School Only)

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

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page [\[redacted\]](#).]

HEALTH-RELATED MATTERS

Children with Fever

Students must have a normal temperature (98.6-99.6), without the use of any medications, for at least twenty-four hours before returning to school.

Conjunctivitis

Students with conjunctivitis or “pinkeye” must have an ophthalmic antibiotic applied to eye(s) at least twenty-four hours before returning to school.

Head Lice Policy

No child may remain in school with head lice or nits. All lice and nits, both living and dead, must be removed from the child’s hair before the child will be allowed to return to school.

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.

School Health Advisory Council

During the preceding school year, the district’s School Health Advisory Council held no meetings. Additional information regarding the district’s School Health Advisory Council is available from the School Nurse or the Elementary Principal. [See also policies BDF and EHAA.]

Vending Machines

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

Vomiting

To prevent the spread of gastrointestinal virus children should be free of vomiting for at least twenty-four hours before returning to school.

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the maintenance director's office. If you have any questions, please contact Richard Howeth at 325-537-9834.

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 Richard Howeth at 325-537-9834.

HOMEWORK

Homework has a definite place in the learning process. Skill mastery in the basic and fundamental subjects is essential to the student.

As the student progresses into the higher grades, the need increases for extended study to attain competency as well as breadth and depth of knowledge. In the natural development of a student's activities, the time necessary to complete homework becomes greater as the pupil moves into areas of higher learning

IMMUNIZATION

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

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

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

information, see policy FFAB(LEGAL) and the Department of State Health Services
Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm.>]

IN-SCHOOL SUSPENSION (ISS)

Student rules for ISS: Failure to follow these rules may cause additional days(s) assigned to the student.

1. **Attendance:** Report to your assigned desk on time. If a student comes in extremely late they need to check in at the office of their campus. A student receives credit only for full days.
2. **Assignments:** The students are to be engaged all day. Students are not allowed out of this room except for bathroom/water breaks. No sleeping is allowed. No communication of any type with other students is allowed. If you are finished with your assignment or waiting for assignments to arrive, library books are located in the room to read. All of the English/Reading teachers require reading. The ISS teacher will assign sponge work if you are not engaged. Assignments will be collected all through the day and will be turned in by the ISS teacher.
3. **Bathroom/Water Breaks:** A student is allowed 1 break in the morning, 1 at lunch and 1 in the afternoon. If a student is having physical problems, more breaks may be needed.
4. **Lunch:** The MS campus will send someone to get the number of trays wanted and money for their students. The HS campus will do the same for their students. If a student does not have money or ticket or on the economic report and that student wants to eat, they will be given a peanut butter sandwich sack lunch. There is no charging lunch allowed.
5. **Nurse:** If a student wants to see the nurse, call her at ext. 115 or her cell 280-1064. She will come to ISS. If it is an emergency, the student may need to go directly to the nurse (call first to make sure she is in her office) or you need to take a safe course of action. Call the office if needed. The Superintendents office is for extreme emergencies at 101 or 102.
6. **Materials:** All students should arrive with books and materials. If not, call the high school at 137 or the middle school at 131 to see if materials can be brought over. As some assignments arrive, additional materials may be needed, call the appropriate office.
7. **Students :** Will serve ISS just as their schedule is.
8. **Computer Use:** *Only required class work is allowed on the student computers.*
9. **Phone Use:** Students may not use the phone unless authorized by the nurse or principal. No student cell phones are allowed. Either leave them at home or give to ISS teacher upon arrival.

ADDITIONAL ISS RULES

1. The appropriate teacher authorizes no electronic device except for a calculator. If the ISS teacher must take unauthorized electronic devices, the student will lose the device for the entire time in ISS. These devices will be turned over to the corresponding principal at the end to the ISS sentence.
2. No student will have any food or drink, except for lunch, in the ISS room. Lunch brought from home will be left with the ISS teacher until lunchtime. Students will no have gum or candy in the ISS classroom.
3. All ISS students will be required to clean the ISS room and restrooms every day. Other classrooms in the administrative building will be cleaned if time and number if ISS students permits. The order of additional room cleanings will be life skills, content mastery, and distant learning. Except Middle School who will stay in their seats and do class work and No Talking.
4. All class work assigned each day will be completed prior to 2:50 pm to allow for cleaning to be done.
5. **The ISS teacher for completeness, and quality of work will review all assigned class work. If the ISS teacher cannot read or follow your work it will be redone until the ISS teacher approve it. All pieces of paper used for the assignments will have your name, teacher's name, period, and date on it. If an assignment needs more that on sheet, you will sequentially number each sheet in the upper right hand corner.**
6. If all work is completed prior to 2:50 pm, you will read a book and write a report on what you have read. This report will include the author, title and pages you have read. The report will include all information in Number 5. This report will use formal English writing and will be one page in length. Your English teacher will be given this paper.
7. All students will sit up in their chairs at all times with all four legs of the chair on the floor and both feet flat on the floor. Any student not in this position will be presumed to be sleeping and will receive an additional day in ISS for each occurrence.
8. Restroom cleanliness standards will be expected of all ISS students. Use the same standards the Boy Scouts use when camping. Leave the facility cleaner than when you went in. The ISS teacher will inspect the restrooms after ISS students have all used the restrooms. If any females are in ISS the last female will notify the ISS teacher and will be responsible for making sure the restroom can be entered by a male ISS teacher. The same for male ISS students will hold true if the ISS teacher is female.
9. **Students will remain seated at their assigned cubical in their chairs at all times. Only exceptions, picking up assignments (done in period order) or turning in completed assignments, and doing work at a computer station (Maximum time per assignment is 45 minutes).**
10. **Students assigned to ISS will NOT talk at any time. There will be complete silence in each occupied cubical. Exception: When student is**

acknowledged by the ISS teacher. If help is needed the student will raise a hand!

11. Any ISS student caught smoking or with tobacco products on campus will result in additional time in ISS to be determined by the respective principal.
12. At lunchtime, the ISS teacher will hand out lunches to students who have ordered a cafeteria lunch. Students who brought their lunch will be given theirs at the same time. **There will be no talking during lunch.**
13. Lunch will last for 30 minutes. All students will clean up their respective area and then all will proceed to the restroom for the lunchtime break. Students will use the restroom one at a time.
14. Any use of offensive language or disrespect of any Hawley Faculty member will result in a **Discipline Notice** sent to the student's principal.
15. Any infraction of an ISS rule **WILL** result in at least one additional day in ISS.
16. Hawley ISD Student Handbook and Student Code of Conduct apply to all students assigned to ISS. In addition to the Dress Code as stated in the Handbook, the following applies to all male students:

The shirt **WILL BE** tucked into the pants/shorts being worn. A belt or similar device will be used to hold up said pants/shorts. The top of the pants/shorts will be at the waist – which is defined as no further than 2 inches from the belly button. **ANY DEVIATION** for the Dress Code for ISS will result in a referral for sagging.

The following applies to both male and female students assigned to ISS:

Any outer garment with a hood will not be worn in ISS. For those that think they will be cold, you will need to have a sweater or sweatshirt without a hood. There will be **NO DEVIATION** from this rule.

17. All students in ISS will, while under the supervision of the instructor, participate in the Hawley ISD Campus Beautification Program. All ISS students are expected to fully cooperate in the program. Lack of participation in the Campus Beautification Program may result in additional days in ISS.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).]

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

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

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA (LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

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

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

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

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

PSYCHOTROPIC DRUGS

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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

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

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

To be eligible to participate in school-sponsored extracurricular activities in grades 7-12, a student shall agree to participate in random drug testing throughout the school year in accordance with this policy.

Drugs that may be tested for include, but are not limited to:

1. Amphetamines
2. Opiates
3. Cocaine
4. Phencyclidine (PCP)
5. Cannabinoid (Marijuana)
6. Ecstasy
7. Alcohol

[See Policies at FFAA and FNF]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

Elementary School

Elementary students must attain an overall average of seventy (70) in Math, English (includes Writing), Reading, Spelling, Social Studies, and Science to be promoted from one grade level to the next.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.

Middle School

To be promoted from one grade to the next, seventh and eighth grade students must attain a 70 average in each of the following classes: English, reading, mathematics, science and social studies. In addition, students must attain an overall average of 70 on all courses taken for the year. Students failing to meet these requirements will be required to attend and satisfactorily complete an extended year program. Students may replace a failing grade with a passing grade for a maximum of two courses. However, the principal has discretion on placement decisions when extenuating circumstances exist.

Sixth graders on a middle school campus must meet elementary school promotion requirements.

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

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the

student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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 programs director.

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

Late Arrival to School

A student who is tardy to class by more than 5 minutes will be considered absent for that class period. Repeated instances of tardiness will result in more severe disciplinary action.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period parents will be given a written unsatisfactory progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. [See **Working Together** on page 11 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent are designed to reflect each student's academic achievement for the grading period, semester,

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

The school operates according to the annually Board-adopted school calendar. In the event of bad weather or other emergencies, tune to radio station KEAN 105.1 or KBCY 99.7 for announcements related to school closings. Holidays may be used as school make-up days for days lost due to bad weather.

Restrictions for “open campus” lunch privileges

All Hawley ISD students are restricted from driving or riding in a vehicle during all lunch times.

SAT, ACT AND OTHER STANDARDIZED TESTS (High School Only)

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

SCHOOL FACILITIES

Use By Students Before and After School

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

The cafeteria is open to all students before school beginning at 7:00 a.m. and the high school gymnasium foyer is open to high school students beginning at 7:00 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 rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

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

Cafeteria Services

Students are encouraged to purchase meals from the Food and Nutrition Department in advance. The Point of Sale system allows for payments to be made to the student's account weekly, monthly or yearly. Each student is assigned a personal identification number (PIN) at the beginning of the school year. The PIN numbers are not transferable from district to district; however, the money in that account can be transferred to any other campus in the HISD. Two types of payments are accepted for school meals or a la carte items. Cash or checks are welcome at the school cafeteria. A check must have the parent's driver's license number and date of birth before it can be processed.

TDA has issued a new nutrition policy to be followed by all Texas public schools. The policy places strict limits on any food or drink provided or sold to students, other than through our Food Service Department. Elementary students may not have access to candy or any other food of minimal nutritional value during the school day. Middle school and high school students also have restrictions during meal periods. The specific policy is available online at www.agr.state.tx.us.

[For more information, see policy CO (LEGAL).]

Free and Reduced-Cost Meals

Applications for free or reduced cost meals are sent home at the beginning of each school year from your child's home campus. Applications must be complete, listing all members of your household and family income. Should your family income status change; assistance may be requested at any time during the school year. Only one application for each household is required. Completed applications should be returned to the campus.

Library

HISD school libraries offer a variety of resources and services to students. The Library Services offer Internet searching tools, and other online reference materials.

Meetings of Noncurriculum-Related Groups

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

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' Lockers

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

Students are fully responsible for the security and contents of their assigned lockers. Students must be certain that their lockers are locked, and that the combinations are 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 board policy, whether or not a student is present.

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

Vehicles on Campus

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

Trained Dogs

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

Drug Testing

To be eligible to participate in school-sponsored extracurricular activities in grades 7-12, a student shall agree to participate in random drug testing throughout the school year in accordance with this policy.

Drugs that may be tested for include, but are not limited to:

8. Amphetamines

9. Opiates
10. Cocaine
11. Phencyclidine (PCP)
12. Cannabinoid (Marijuana)
13. Ecstasy
14. Alcohol

[See Policies at FFAA and FNF]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Sandra Matthews, Hawley ISD Special Programs Director, at (325) 537-2214.

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.

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

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

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: football games and opening announcements and greetings for the school day. Only those students in the highest two grade levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers of the highest grade level in the school, and captains of the football team.

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

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

[See FNA(LOCAL)]

SUMMER SCHOOL

Elementary School (Grades 1-5)

The purpose of elementary summer school is to provide additional academic support in math and reading for students recommended by their teachers as well as those students who did not meet the requirements on the TAKS assessments.

Middle School (Grades 6-8)

The purpose of Middle School summer school is to provide additional academic support for math and reading for those students that do not meet requirement on the TAKS assessment.

High School

Credit will be accepted from any accredited high school.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB (LEGAL).]

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. 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, the student will be provided textbooks for use at school during the school day.

TRANSFERS

[See **Other Parental Rights**, on page 15, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 15, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 325-537-9834

See the Student Code of Conduct for provisions regarding Transportation to the Disciplinary Alternative Education Program.

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses
- Observe all usual classroom rules
- Be seated while the vehicle is moving.
- Fasten their seat belts (if equipped)

- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

VANDALISM

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

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

All visitors will be expected to produce a picture ID (driver's license, military ID etc..). Visitors will then be issued a visitor's pass.

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

Withdrawing from School

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

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

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

GLOSSARY

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

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

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a

state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

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

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

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

APPENDIX I:
Acknowledgment Form—Amendment

My child and I have received a copy of the [school name] *Student Handbook* Amendment # [redacted] dated [redacted].

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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

Occasionally, the [name of district] wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

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

Parent signature: _____

Date: _____