

# Sabine Middle School

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## MISSION STATEMENT

The mission of Sabine Middle School is to provide a safe, orderly environment where the educational process promotes lifelong learning, independent thinking, social responsibility, collaborative work ethic, personal planning, and technological proficiency.

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# PREFACE

To Students and Parents:

Welcome to school year 2016-2017! 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 Sabine Middle School 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 three sections:

- **Section I IMPORTANT INFORMATION FOR PARENTS-** with information all parents will need about assisting their child and responding to school-related issues;
- **Section II CURRICULUM-RELATED INFORMATION-** to provide information about curriculum, academic courses, extracurricular and other activities; and
- **Section III GENERAL INFORMATION AND REQUIREMENTS-** describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

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

Both students and parents should become familiar with the Sabine ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district's website at [www.sabineisd.org](http://www.sabineisd.org) and is available as a hard copy upon request.

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 or other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the current provisions of Board policy or the Student Code of Conduct are to be followed.

We encourage parents to review the entire handbook with their children and 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 form so that we have a record of your choices.



Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the District's policy manual is available for review in the school office or on-line at [www.sabineisd.org](http://www.sabineisd.org).

## **SECTION**

## **I**

### **IMPORTANT INFORMATION FOR PARENTS**

- **This section of the Sabine Middle School Student Handbook includes information on topics of particular interest to you as a parent.**
- **PARENTAL INVOLVEMENT**
- **Working Together**

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

- **Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and 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 by the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling on page 13.]**
- **Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903) 984-4767 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school. [See Report Cards, Progress Reports, and Conferences on page 5.]**
- **Becoming a school volunteer.**
- **Participating in campus parent organizations.**
- **Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB.]**
- **Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]**
- **Being aware of the school's ongoing bullying and harassment prevention efforts.**

## **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 also have a right to receive notice of and deny permission for your child's participation in:

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

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

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

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

- **To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.**
- **To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.**
- **To inspect a survey created by a third party before the survey is administered or distributed to your child.**
- **To review your child's student records when needed. These records include:**
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See Student Records on page 8.]

- **To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:**
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.

- **To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.**
- **To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 48 and policy EC.]**
- **To request that your child be excused from recitation of a portion of the Declaration of Independence, State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]**
- **To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.]**
- **Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus.**
- **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 FDE (LOCAL).]**

**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 the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]**

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

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

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

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

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

### **Removing a Student from Class for Tutoring or Test Preparation Purposes**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not

remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

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

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

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

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

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

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

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

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

## **GRADING GUIDELINES**

A student must have an average of 70 to pass a course. Grades will be numerically designated.

<b>Excellent</b>	<b>100 –90</b>	<b>A</b>
<b>Good</b>	<b>89 – 80</b>	<b>B</b>
<b>Satisfactory</b>	<b>79 – 70</b>	<b>C</b>
<b>Failing</b>	<b>Below 70</b>	<b>F</b>

Citizenship grades are earned as follows

<b>Excellent</b>	<b>E</b>	<b>0–1 infractions</b>
<b>Satisfactory</b>	<b>S</b>	<b>2 infractions</b>
<b>Needs Improvement</b>	<b>N</b>	<b>3-4 infractions</b>
<b>Unsatisfactory</b>	<b>U</b>	<b>5 or more infractions</b>

- **Serious infractions such as insubordination, use of profanity, cheating, etc., may result in an N or U on the first occurrence. [See Conduct page 38.]**

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

Report cards with your child's grades or performance and absences in each class or subject are issued to you 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 [in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See Working Together on page 2 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal/superintendent and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

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

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

## **STATE-MANDATED TESTS**

### **Grades 3–8**

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

- **Mathematics, annually in grades 3–8**



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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 24 for additional information.

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

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

## **MEDICINE AT SCHOOL**

All medications (prescription and over-the-counter) need to be kept in the nurse’s office in their original containers. Students are not to be in possession of any medications while at school unless prior approval from the nurse is obtained.

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 policy FFAC, may administer:**
- **Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.**
- **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 for 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.]

## **STEROIDS**

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

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

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

## STUDENT RECORDS

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

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

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

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

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

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District shall either provide a copy of the records requested, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. With regards to special education records, the special education director is the custodian of all special education records; copy requests should be made through the Gregg County Shared Service Arrangement

**Bill Middendorf, Principal**  
**5424 FM 1252 W**  
**Gladewater, Texas 75647**

**Vicki Thornton, Gregg County Shared Service**  
**Arrangement**  
**5303 Old Hwy 135 N**  
**Gladewater, Texas 75647**

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.

## **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. That information includes:**

- **A student's name, address, telephone number, and date and place of birth.**
- **The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.**
- **The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.**
- **The student's e-mail address.**

**Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year.**

## **STUDENT OR PARENT 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.sabineisd.org>

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

## **CHECK ACCEPTANCE POLICY**

**Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or money orders).**

For more information contact Kevin Yandell at (903) 984-8564.

## **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 needs to leave school during the day must be signed out by his or her parent or guardian in the main office. Students may also be signed out by another individual with parental permission. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **Withdrawing from School**

A student under 18 may be withdrawn from school only by a parent or guardian. 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 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.

## **SECTION II**

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### **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains pertinent requirements for academics and activities. The section includes information on academic programs and requirements; computer resources; counseling; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

#### **ACADEMIC PROGRAMS**

##### **Advanced Course Requirements**

###### **7<sup>th</sup> Grade Advanced Math**

- a. Sixth grade yearly average in math of 85 or better
- b. Sixth grade math teacher recommendation
- c. STAAR scores reviewed and recommendation made by the principal.
- d. Attendance history reviewed and recommendation made by the principal.

###### **8<sup>th</sup> Grade Algebra**

- a. Complete 7<sup>th</sup> grade Advanced Math with a yearly average of 85
- b. Seventh Grade Advanced Math teacher recommendation
- c. STAAR scores reviewed and recommendation made by principal
- d. Attendance history reviewed and recommendation made by principal

###### **Pre AP English (8<sup>th</sup> Grade)**

- a. Seventh grade yearly average in English of 85
- b. Seventh grade English teacher recommendation

- c. STAAR scores reviewed and recommendation made by principal
- d. Attendance history reviewed and recommendation made by principal

### **Spanish I (8<sup>th</sup> Grade)**

- a. Seventh grade yearly average in English of 85 or better
- b. Teacher Recommendation

## **AWARDS AND HONORS**

- Students who earn all A's (90 and above in every class) during a six week's grading period will be recognized on the A Honor Roll
- Students who earn A's and B's (80 and above in every class) during a six week's grading period will be recognized on the A-B Honor Roll.
- Academic Awards are presented to students who remain on the Honor Roll through the fifth six weeks.
- Attendance Awards are presented to students who are present every day for each class throughout the school year. Awards will also be presented to students with a partial day absence; however, a medical excuse must be presented.
- Citizenship Awards are presented to students who maintain S's and E's throughout the fifth six weeks and have not received an office referral.

## **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 will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail use with District computers is not private and may be monitored by District staff. [See policy CQ.]

## **COUNSELING**

### **Academic Counseling**

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

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them to attend a college, university, or training school, or to pursue some other type of advanced education. The counselor can also provide information about entrance exams and deadlines for application, 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 sign-in in the front office with the secretary and the counselor will call the student to the counselor's office.

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

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

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

### **CREDIT BY EXAM**

Credit by Exam is the approved method for students to demonstrate mastery and receive credit for a grade level or secondary course without instruction.

In grades K-8, a student will advance one grade level if: 1) the student scores in the 80<sup>th</sup> percentile or above on each section of a board-approved examination for acceleration; 2) a district representative recommends that the student be advanced; and 3) the student's parent or guardian gives written approval of the advancement.

In grades 9-12, a student will receive credit for a subject on the basis of a board-approved examination for credit in the subject if the student scores in the 80<sup>th</sup> percentile or above on the examination. If a student is given credit in a subject on the basis of an examination, the student's examination score is the course grade entered on the student's transcript (Academic Achievement Record).

Students who intend to take the Credit by Examination test for the 2015-2016 school year will take the exams in June and/or July. Specific dates will be available in the spring and registration forms will be available in the principal's office.



## **EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for 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, 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.**
- **A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.**

### **Standards of Behavior**

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

### **Cheerleading**

#### **ELIGIBILITY REQUIREMENTS FOR TRYOUTS:**

- A. The candidate must be a student who has been continuously enrolled in Sabine ISD since the first day of the semester of tryouts, sign up for tryouts by the

deadline date, obtain and complete all necessary documents needed for tryouts, and meet all eligibility requirements for tryouts since enrollment for the current school year.

- B. The student must have a good attendance record, which is defined as 90% attendance for the academic year through tryouts. Extenuating circumstances will be considered.
- C. The student must have a good disciplinary record, which is defined as no more than three days in ISS or no suspension from school, and no AEP placement during the current school year.
- D. The student must have been academically eligible three of the four six weeks prior to tryouts.
- E. Middle School candidates cannot have received more than four Citizenship grades below S (satisfactory).

### **National Junior Honor Society**

Membership is open to seventh and eighth grade students who have attended Sabine Middle School for the equivalent of one semester. Candidates for the NJHS will be chosen on a weighted point system for different levels of courses. The following is a table of how the different courses will be weighted.

<b>Grade</b>	<b>Advanced Classes</b>	<b>Regular Classes</b>	<b>Basic Classes</b>
97-100	12 points	10 points	8 points
93-96	11	9	7
90-92	10	8	6
87-89	9	7	5
83-86	8	6	4
80-82	7	5	3
77-79	6	4	2
73-76	5	3	1
70-72	4	2	0

Candidates must have a total of 56 points based on seven classes (63 points for students with eight classes) and maintain conduct grades of S's and E's each six weeks. Students who are eligible scholastically will be notified and must then submit an essay that describes themselves in the five qualities of honor society members: scholarship, leadership, service, character, and citizenship. Failure to submit the essay by the established deadline will disqualify a student from further consideration. Those who submit the required essay will then be evaluated on the basis of the five criteria. The annual selection will be by majority vote of the five faculty council members.

To remain in the NJHS, a member must maintain the 56 grade points each six weeks. If a member falls below these numbers, he/she will be put on probation during the next six weeks grading period. At the end of this time if the student has not raised his/her points to the required level, he/she will be dismissed from the NJHS. Members are also required to maintain the same high standards of service, leadership, character, and citizenship that admitted them to membership. Failure to maintain those standards will result in probation or dismissal.

## **Student Council**

The Sabine Middle School Student Council shall be composed of:

### **President**

Member during 7th grade; Elected from the 7th grade with only 6th and 7th graders voting; election held near the end of the year to serve during the next school year

### **Vice-President**

Elected from the 7th grade with only 6th and 7th graders voting; election held near the end of the year to serve during the next school year

### **Secretary**

Elected from the student body at large; election held near the end of the school year to serve during the next school year

### **Treasurer**

Elected from the student body at large; election held near the end of the school year to serve during the next school year

### **Historian**

Elected from the student body at large; election held near the end of the school year to serve during the next school year

### **Two Representatives**

Elected from each grade at the beginning of the school year

### **Sponsor(s)**

Appointed by the principal

## **Student Council Constitution**

### **PREAMBLE**

We, the students and faculty members of Sabine Middle School, in order to foster a spirit of cooperation among ourselves, encourage and promote activities in the best interest of the school, develop good citizenship, strengthen patriotism, and build a strong spirit of pride and tradition, do hereby establish this constitution for the Sabine Middle School Student Council.

## **ARTICLE I - Name**

The name of this organization shall be the Sabine Middle School Student Council.

## **ARTICLE II - Purpose**

The principle purposes of this organization shall be:

1. To bring about closer cooperation between the faculty and the student body.
2. To promote high standards of conduct in leadership, honesty, loyalty, and courtesy.
3. To promote in each individual in Sabine Middle School a desire for good citizenship.
4. To promote cooperation to develop better school spirit and loyalty.
5. To aid faculty and students in finding ways to make Sabine Middle School better.
6. To foster good relations with neighboring schools as well as between Sabine campuses.
7. To promote in all ways the best interest of the school.

## **ARTICLE III - Membership**

### **SECTION I**

The Sabine Middle School Student Council shall be composed of:

1. Two representatives from each grade
2. The Executive Committee consisting of the President, Vice President, Secretary, Treasurer, and Historian.
3. Two sponsors as appointed by the principal.

### **SECTION II**

Qualifications for membership are:

#### *President and Vice President*

- Must be members of the seventh grade for one semester prior to election.
- Must maintain an 80 average in all subjects with no grade lower than 70 in any academic subject.
- Must maintain E's or S's in all subjects for each grading period.
- Must be able to work with others, be willing to accept responsibility, be willing to work hard and maintain a cheerful spirit, place group interest above self-interest, be interested, be open to communication, be of good character, have leadership ability, and be willing to serve.

#### *Secretary, Treasurer, Historian*

- The qualifications for these officers shall be the same as for the President and Vice President except that they need only be enrolled in Sabine Middle School for

one semester prior to election with no designated grade level, and they may not serve in the same office for two consecutive years.

*Representative*

- The qualifications shall be the same as for the Secretary, Treasurer, and Historian except that they may hold the same office for two consecutive years.

**SECTION III**

Duties of the membership are as follow:

*President*

- a. Shall preside at all meetings.
- b. Shall call extra meetings whenever necessary.
- c. Shall appoint chairpersons of all committees and shall be a member thereof.

*Vice President*

- a. Shall assume the duties of the President in the latter's absence or in the case of the president's removal or resignation from office.

*Secretary*

- a. Shall keep accurate minutes of all meetings and accurate records of all Student Council activities.
- b. Shall take care of all official correspondence of the Student Council.
- c. Shall call roll at each meeting and keep records of attendance at all meetings and functions.
- d. Shall post a copy of the minutes of each meeting on the bulletin board and give copy to the principal.

*Treasurer*

- a. Shall plan a budget and keep accurate records of the expenses of the Council.
- b. Shall be accountable for all funds connected with the Council and its activities.
- c. Shall prepare a financial report of all activities at the end of the school year.

*Historian*

- a. Shall be responsible for a scrapbook of all school activities for the school year.
- b. Shall prepare and submit articles of school events to the local newspaper.

*Representative*

- a. Shall inform the student body of the Council's activities.
- b. Shall serve as a means of expression of ideas and suggestions from the student body as a whole to the Council.
- c. Shall serve on an official committee when appointed.

**ARTICLE IV - Elections**

**SECTION I**

*President, Vice President, Secretary, Treasurer, Historian*

- Shall be elected near the end of the school year to serve the following school year.

*Representatives*

- Shall be elected at the end of the school year for grades 7–8, and elected at the beginning of the school year for 6<sup>th</sup> grade.

**SECTION II**

1. Each candidate for office must register in the principal's office for the position desired by the date announced.
2. Candidates will be screened by sponsors, principal, and executive committee.
3. Candidates who meet all the requirements for the respective office will have four (4) days to campaign.
4. All posters must be approved by the sponsors.
5. Balloting will be held after an assembly or closed circuit television broadcast during which each candidate may address the student body.

**ARTICLE V - Impeachment**

**SECTION I**

Charges may be brought against any member of the Council by a three-fourths (3/4) majority vote of the Council.

**SECTION II**

A trial of impeachment of the member will be by a three-fourths (3/4) majority vote of the Council, approved by the sponsors with final decision resting with the principal.

**ARTICLE VI -Meetings**

**SECTION I**

Meetings of the Student Council will be held at a designated time and place.

**SECTION II**

No member may miss more than three (3) meetings within the school year without a valid excuse.

### **SECTION III**

The correct order of business shall be followed at all meetings with corrections made when necessary.

### **SECTION IV**

To make meetings legal, at least (1) sponsor and at least three-fourths of the total membership.

### **ARTICLE VII - Committees**

Committees shall be appointed by the President and provided by the Council as needed.

### **ARTICLE VIII - Ratification and Amendment**

#### **SECTION I**

This Constitution must be ratified by a two-thirds (2/3) vote of the Student Council members, sponsors, and the principal.

#### **SECTION II**

This Constitution may be amended by a two-thirds (2/3) majority vote of the Student Council members, provided that the proposed amendment(s) have been approved by the Executive Committee and the Sponsors.

### **ARTICLE IX – Sponsors**

The principal shall select the Sponsors of the Student Council and at least one must be present at each Student Council meeting. The duty of the sponsor shall be to give advice and assistance to the Student Council.

## **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.

In grades six through eight, promotion is based on a yearly average of 70 percent in three of the four core curriculum courses.

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

- **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 test in English or Spanish.**
- **In order to be promoted to grade 9, students enrolled in grade 8 must have performed satisfactorily on the Mathematics and Reading sections of the grade 8 test in English.**

Parents of a student in grades 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 policy 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 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 and policy EIF.]

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

## **GRADUATION**

### **Requirements for a Diploma**

Beginning with students who enter ninth grade for the first time in 2011-2012, to receive a high school diploma from a Texas public school system, a student must successfully complete the required number of course credits and pass a series of state-mandated end-of-course exams.

### **Foundation Graduation Program**

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one



endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student's sophomore year, the student and student's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student's desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn "performance acknowledgments" that will be acknowledged on a student's diploma and transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

### **Personal Graduation Plans for Students Under The Foundation Graduation Program**

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

## **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).

## **HOMEWORK/CLASS WORK.**

### **Make-Up Work**

An excused absence gives the student the right to make up and receive credit for work missed. This make-up work is the responsibility of the student. Students must make immediate plans to ask for and complete all make-up work. Students will be given one day for every day absent to complete missed assignments. If a student is absent due to illness or a family emergency, the work originally due on the first day of the absence will be expected on the second day of their return to school. Extended time may be negotiated between student and teacher for special circumstances.

**Please note: Parents who want to request assignments missed may call 903-984-4767. In order to receive assignments by the end of the day you must call by 11:00.**

## **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 prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

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

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

## **PHYSICAL EDUCATION**

Students are required to wear uniforms during Physical Education. If students would rather buy and launder their own clothes, they will need to comply with the following dress code: solid red shorts and solid light gray shirt.

To help ensure student safety, the wearing of any jewelry during physical education class is prohibited.

## **PHYSICAL FITNESS ASSESSMENT**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to Bill

Middendorf to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **RETEACH/RETEST POLICY**

The purpose of the reteach/retest policy is to allow students the opportunity to learn materials that they previously did not learn, to demonstrate mastery of this material and to receive some credit for learning the material.

Reteach/retest will be made available to any student who scores less than 70% on an exam that counts as a test grade (excluding semester tests). In compliance with UIL and the state policy regarding "no pass; no play," retesting after the end of a six weeks grading period may not be used to change the grade earned for the six weeks.

It is the teacher's responsibility to make the reteach/retest available to students who score less than 70% on an exam.

It is the student's responsibility to request a retest and attend the reteach/retest sessions.

Students must show evidence of reteach before they can be retested. This may be done by showing the teacher proof of tutorial attendance, completion of review work and/or satisfactory review by the teacher who is giving the retest.

### **Reteach**

A student may receive reteach in a variety of ways such as review during morning or afternoon tutorials, during class, by work assigned by the teacher, or any other means the teacher deems appropriate.

### **Retest**

Retesting will be scheduled by the teacher to take place either during class or during tutorial time. The retest should take place within one week of a student's receiving test results unless other arrangements are agreed upon by the teacher and the student.

Only one retest will be given.

If the majority (50% or more) of the students in a class do not make 70 or higher on a major test, the teacher will reteach and retest the entire class.

### **Reteach/Retest Grading Policy**

The two grades from the tests will be averaged together. However, 70 will be the highest grade that will be awarded for the average of the two test grades. If the student's second test grade is lower than the first, the higher grade will be taken.

If the entire class is to be retaught and retested, the higher of the two grades will be recorded.

**EXCEPTION:** Teachers have the option of not reteaching or retesting any student who tries to take unfair advantage of the policy by:

1. Skipping school or class the day of either test or any day when reteaching is scheduled.
2. Failing to attempt and/or turn in assignments designed to prepare the student for either the original test or the retest.
3. Creating a disturbance that results in an office referral during reteaching or retesting.
4. Habitually failing major tests on the first try and not taking advantage of reteaching opportunities, student/teacher conferences, and/or parent/teacher conferences in order to catch up with class.
5. Cheating on either test.

## **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 Bill Middendorf (903) 984-4767.

### **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 Bill Middendorf at (903) 984-4767.

### **Gifted and Talented**

Enriched and extended curriculum is offered for students identified as Gifted or Talented. Students may be nominated for this program by themselves, teachers, parents, or community members. Nomination forms should be requested during the nomination window for spring identification, with participation beginning the following fall. Parent permission is required before any testing begins. For additional information, contact Angela Loveless, Counselor, through the middle school office.

### **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 (RtI). The implementation of RtI has the potential to have a positive impact on the ability of 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Director of Gregg County Special Education, (903) 984-4416.

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

### **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más arriba para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es Director of Gregg County Special Education (903) 984-4416.

## **SUMMER SCHOOL**

Summer school will be provided for 8<sup>th</sup> grade students who did not meet STAAR standards for Reading and Math. Summer school information will be available once we have the results from the second administration of the STAAR test.

## **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.

## **SECTION**

## **III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

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

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

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

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

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

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Stanton Reaves. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parent 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 without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12 through 18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

### **Attendance for Credit**

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

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

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

- **All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]**
- **A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.**
- **In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.**
- **The committee will consider the acceptability and authenticity of documented reasons for the student's absences.**
- **The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.**
- **The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.**



- **The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.**

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

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

### **Parent's Note After An Absence**

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

### **Doctor's Note After An Absence for Illness**

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

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

[See FEC(LOCAL).]

### **Tardies**

Tardies result in a loss of instructional time and are disruptive to the teaching and learning activities in the classroom. It is necessary that all students be in class and prepared for the lesson to begin when the tardy bell rings. A student is tardy if he/she is not in his/her assigned classroom seat when the tardy bell rings.

If a student is detained in the office or by a teacher, the student must ask for a pass from the school personnel that detained him/her before going to his/her next class.

### **Late Arrival to School**

Students who arrive to school after the tardy bell rings must report to the office for an admit. Students will be given two warnings per semester and will then be assigned to lunch detention for each additional tardy after the warnings. Students may be assigned ISS after their fifth late arrival.

### **Tardies Other Than Late Arrival**

Students who are tardy to any class will be given two warnings per semester by the classroom teacher and then assigned lunch detention by the classroom teacher for additional tardies. The student will be required to sign the detention form and will be given a copy to carry to detention the following day.

Students who fail to report to lunch detention will be assigned an additional day. Students who have two no-shows to lunch detention will be assigned to ISS. Parents will be notified by phone on the student's fourth tardy. The student will be assigned to ISS on the fifth tardy and all tardies thereafter during that semester.

### **BACKPACKS**

The use of backpacks and tote bags at Sabine Middle School is permissible. A backpack/tote bag is defined as any bag large enough to hold a textbook or 3-ring binder. If students choose to bring materials or clothing in either a backpack or tote bag, it should be kept neat and organized.

### **BELL SCHEDULE**

#### **First Lunch**

1 <sup>st</sup>	7:55 - 8:44
2 <sup>nd</sup>	8:48 - 9:37
3 <sup>rd</sup>	9:41 - 10:32
4 <sup>th</sup>	10:36 - 11:25
Lunch	11:25 - 11:57
5 <sup>th</sup>	12:01 - 12:50
6 <sup>th</sup>	12:54 - 1:43
7 <sup>th</sup>	1:47 - 2:36
8 <sup>th</sup>	2:40 - 3:29

#### **Second Lunch**

1 <sup>st</sup>	7:55 - 8:44
2 <sup>nd</sup>	8:48 - 9:37
3 <sup>rd</sup>	9:41 - 10:32
4 <sup>th</sup>	10:36 - 11:25
5 <sup>th</sup>	11:29 - 12:18
Lunch	12:18 - 12:50
6 <sup>th</sup>	12:54 - 1:43
7 <sup>th</sup>	1:47 - 2:36
8 <sup>th</sup>	2:40 - 3:29

### **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a 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 Texas Department of Health regarding these diseases.

## **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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.dshs.state.tx.us/>.

## **Meningitis Bacteriana**

**La ley del estado requiere específicamente el distrito proporcionar la información siguiente: ¿? ¿CCUÁL ES MENINGITIS?** La meningitis es una inflamación de la cubierta del cerebro y de la médula espinal. Puede ser causada por los virus, los parásitos, los hongos, y las bacterias. La meningitis viral es la más común y la lo más menos posible sería. La meningitis bacteriana es la forma más común de infección bacteriana seria con el potencial para las complicaciones serias, a largo plazo. Es una enfermedad infrecuente, pero requiere el tratamiento urgente con los antibióticos prevenir daño o muerte permanente. ¿?

**¿CCUÁLES SON LOS SÍNTOMAS?** Alguien con meningitis hará muy enfermo. La enfermedad puede convertirse sobre un o dos días, pero puede también progresar rápidamente en una cuestión de horas. No cada uno con meningitis tendrá los mismos síntomas. Los niños (sobre 1 año de viejo) y los adultos con meningitis pueden tener un dolor de cabeza severo, temperatura alta, el vomitar, sensibilidad a las luces brillantes, los dolores de la tiesura del cuello o del empalme, y somnolencia o confusión. En ambos niños y adultos, puede haber una erupción de puntos minúsculos, rojo-pu'rpuras. Éstos

pueden ocurrir dondequiera en el cuerpo. La diagnosis de la meningitis bacteriana se basa en una combinación de síntomas y de resultados del laboratorio. ¿?

**¿CCÓMO SERIA ES LA MENINGITIS BACTERIANA?** Si se diagnostica temprano y se trata puntualmente, la mayoría de gente hace una recuperación completa. En algunos casos puede ser fatal o una persona puede ser dejada con una inhabilidad permanente. ¿?

**¿CCÓMO SE SEPARA LA MENINGITIS BACTERIANA?** Afortunadamente, no se separa ninguna de las bacterias que causan meningitis son tan contagiosas como enfermedades como el frío común o de la gripe, y ellos por el contacto ocasional o simplemente respirando el aire donde ha estado una persona con meningitis. Los gérmenes viven naturalmente en la parte posteriora de nuestras narices y gargantas, pero no viven para largo fuera del cuerpo. Se separan cuando la gente intercambia la saliva (por ejemplo besándose; compartiendo los envases, los utensilios, o los cigarrillos que beben). El germen no causa meningitis en la mayoría de la gente. En lugar, la mayoría de la gente hace portadores del germen para los días, las semanas, o aún los meses. Las bacterias superan raramente la meningitis del sistema inmune y de la causa del cuerpo u otra enfermedad seria. ¿?

**¿CCÓMO PUEDE LA MENINGITIS BACTERIANA SER PREVENIDA?** No comparta el alimento, las bebidas, los utensilios, los cepillos de dientes, o los cigarrillos. Limite el número de personas que usted se besa. Mientras que hay vacunas para algunas otras tensiones de la meningitis bacteriana, los utilizan solamente en circunstancias especiales. Éstos incluyen cuando hay un brote de la enfermedad en una comunidad o para la gente que viaja a un país donde hay un alto riesgo de conseguir la enfermedad. También, una vacuna es recomendada por algunos grupos para los estudiantes de universidad, particularmente estudiantes de primer año que viven en dormitorios o pasillos de la residencia. La vacuna es segura y eficaz (85-90 por ciento). Puede causar efectos secundarios suaves, tales como rojez y dolor en el sitio de la inyección que dura hasta dos días. La inmunidad se convierte dentro de siete a diez días después de que la vacuna se da y dura por hasta cinco años. ¿?

**¿cQué DEBE USTED HACER SI USTED LE PIENSA O Un AMIGO PUDO TENER MENINGITIS BACTERIANA?** Usted debe buscar la atención médica pronto. ¿?

**¿CDÓNDE PUEDE USTED CONSEGUIR MÁS INFORMACIÓN?** Su enfermera de la escuela, el médico de cabecera, y el personal en su oficina local o regional del departamento de la salud son fuentes excelentes para la información sobre todas las enfermedades comunicables. Usted puede también llamar su departamento local de la salud o el departamento regional de Tejas de la oficina de salud para preguntar por vacuna meningococcal. La información adicional se puede también encontrar en los sitios de la tela para los centros para el control de enfermedad y la prevención.

## **Food Allergies**

**The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at <http://www.sabine.esc7.net>.**

**Also see policy FFAF.**

## **Head Lice (All Grade Levels)**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## **HARASSMENT-FREE ENVIRONMENT**

Sabine Independent School District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- **Results in harm to the student or the student's property,**
- **Places a student in reasonable fear of physical harm or of damage to the student's property, or**

- **Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.**

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

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

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus.

The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom within the campus.

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

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

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

## **Dating Violence**

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

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

## **Discrimination**

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

## **Harassment**

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

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 and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.



Examples of 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.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

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

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

### **Reporting Procedures**

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

### **Investigation of Report**

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

will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

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

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

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

In its efforts to promote nondiscrimination, the district makes the following statements:

Sabine ISD does not discriminate on the basis of race, religion, color, national origin, gender, 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 gender: Stacey Bryce at (903) 984-8564.**
- **Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Stacey Bryce at (903) 984-8564.**
- **All other concerns: See the Superintendent, Stacey Bryce.**

## **CHILD SEXUAL ABUSE**

The district has established a plan for addressing child sexual abuse, which may be accessed on the district website (FFG). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomach aches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually

suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

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

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

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

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

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

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

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

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

Reports may be made to:

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

## **SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS**

- **Liaison for Homeless Children and Youths, who coordinates services for homeless students: Angela Loveless (903) 984-8564.**
- **Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Angela Loveless (903) 984-8564.**

## **CHILD FIND**

Special services are available to eligible infants, children, and young adults identified with a disability. They may be experiencing difficulties in one or more of the following areas: physical disability, deaf or hard of hearing, visual impairment, deaf-blind, mental retardation, emotional disturbance, learning disability, speech and/or language, autism, health impairment, or traumatic brain injury.

**For more information call the special education director, Vicki Thornton (903) 984-4416 or (903) 981-0591 or call Child Find at (903) 984-3071 ~ Region VII Service Center, P.O. Box 1622, Kilgore, TX 75633.**

## **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.

### **Assemblies**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy to an assembly or who does not abide by district rules of conduct during an assembly will be subject to disciplinary action. During assembly programs, students are expected to:

1. Treat presenter with respect. Listen attentively.
2. Applaud to show appreciation. Be a well-mannered audience.
3. Remain at the assembly. Avoid restroom or water trips.

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

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the student code of conduct.

### **Criminal Offenses**

If a student commits a criminal offense according to the Texas Penal Code while on school property or while under the jurisdiction of the school district, school administration will contact Gregg County Sheriff's Department and proceed per the Student Code of Conduct. Additionally, the Sheriff's Department will issue a citation to the student.

### **Disorderly Conduct**

According to the Texas Penal Code Section 42.01., (a) a person commits an offense if he intentionally or knowingly: (1) uses abusive, indecent, profane, or vulgar language in a public place and the language by its very utterance tends to incite an immediate breach of the peace; (2) makes an offensive gesture or display in a public place and the gesture or

display tends to incite an immediate breach of the peace; (3) creates by chemical means, a noxious and unreasonable odor in a public place; (4) abuses or threatens a person in a public place in an obviously offensive manner; (5) makes unreasonable noise in a public place; (6) fights with another in a public place; (7) exposes himself/herself in a public place and is reckless about whether another may be present and will be offended or alarmed by this act. If a student commits an offense of disorderly conduct while on school property or while under the jurisdiction of the district, school administration will contact Gregg County Sheriff's Office immediately and proceed per the Student Code of Conduct. Additionally, the Sheriff's Department may issue a citation to the student.

## **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.**
- **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 district vehicles.**

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Parents may pick up the device in the principal's office. A fee of \$15.00 may be assessed beginning with the second infraction.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

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

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

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

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

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

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological

resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

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

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

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

### **Social Events**

School rules apply to school social events held outside the regular school day. The administration will determine the events that guests will be permitted to attend. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

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

### **Discipline**

A student who violates the district's Student Code of Conduct shall be subject to disciplinary action. [See CONDUCT page 38.] The district's disciplinary options include, but are not limited to using one or more discipline management techniques, removal to an

alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of offense. In addition, when a student engages in an illegal activity such as assault, terroristic threat, truancy, drug and/or alcohol-related offenses, or disorderly conduct, he/she will be referred to legal authorities.

Generally, disciplinary action is administered at levels, each level determined by (a) the nature of the misconduct, and (b) the student history of violations.

### **Preliminary Action**

Documented Teacher Warning:

Parent contact recommended

### **Level 1 Offenses**

Classroom/Teacher Behavior Management Strategies, Office Referral:

Counseling, Detention, Corporal Punishment, In-School Suspension, Public Service

Parent notification required

### **Level 2 Offenses**

Office Referral:

In-School Suspension, Suspension from School, Removal to Gregg County COOP DAEP

Parent notification required

### **Level 3 Offenses**

Office Referral:

Mandatory Removal to Gregg County COOP DAEP

Parent conference required

### **Level 4 Offenses**

Office Referral:

Mandatory Expulsion; Removal to Gregg County COOP DAEP

Parent conference required

Examples of first offenses for each category include, but are not limited to:

Level 1: Class disruptions; tardies; name calling; use of vulgar or profane language; public display of affection; violation of dress code; failure to follow class rules; hall misconduct; possession of electronic devices; cheating.

Level 2: Possession/using tobacco products; possession of any knife, including a pocketknife; engaging in extortion or blackmail; harassing any student or



adult; truancy; defacing school or state property (writing in textbooks); aggressive behavior which disrupts or interferes with school activities; leaving class/school without permission; engaging in verbal abuse or ethnic slurs; insubordination to any school employee; engaging in fighting, repeated level 1 offenses.

Level 3 Engages in conduct punishable as a felony; commits an assault; makes a terroristic threat; sells or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense; sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense; behaves in a manner that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals; behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure, repeated level 2 offenses.

Level 4 Bringing to school a firearm; possession of a firearm, illegal knife, club, or other illegal weapon; engages in conduct that contains the element of aggravated assault, sexual assault, arson, murder, indecency with a child; engaging in any conduct which is punishable as a felony; continuing to engage in misconduct after being placed in an alternative educational program; engaging in criminal mischief, repeated level 3 offenses.

Students whose misbehavior results in cumulative assignments to In School Suspension which exceed 15 days will be assigned to Alternative Educational Placement (ECAS) for a period of not less than 30 days.

Refer to the Student Code of Conduct for other offenses. Note that repeated offenses will result in next-level consequences.

### **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.

### **Detention**

For minor infractions of the student code of conduct or other policies and regulations, detention may be assigned. Detention may be held before school, after school, or during a student's lunch period; however, lunch detention will not result in a loss of opportunity to eat. Before assigning students to detention, the teacher shall inform the student of the conduct that allegedly constitutes the violation, and the student shall be given an opportunity to explain his version of the incident.

When before or after school detention is used, notice shall first be given to the student's parent or legal guardian to inform the parent of the reason for the detention and permit arrangement for necessary transportation of the student. The student's parent or guardian will be required to provide transportation when the student has been assigned to detention.

### **In-School Suspension**

In-School Suspension may be used as a discipline management technique in accordance with the Student Code of Conduct. Students assigned to in-school suspension must complete all time assigned before they are allowed to return to the regular campus. Students who violate in-school suspension rules will be subject to further disciplinary action. While assigned to ISS students will work on assignments sent by the regular classroom teacher. Failure to complete these assignments will result in a zero.

### **Out of School Suspension**

Out of school suspension may be used as a discipline management technique in accordance with the Student Code of Conduct. Education Code 21.30(N) makes it the responsibility of the parent or guardian to provide adequate supervision of the student during the period of suspension. The student is not to appear on school grounds or at school-sponsored or school sanctioned activities during the time of suspension.

## **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.**
- **To comply with a properly issued directive to take a student into custody.**
- **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.**

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

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

### **Notification of Law Violations**

The District is required by state law to notify:

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

[For further information, see policy GRA.]

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

### **School Materials**

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

### **Non-school Materials**

Prior approval must obtain from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or

other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the showcase beside the office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policy FNAA.]

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

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.

If the principal or designee determines that a student is not in compliance with the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated offenses may result in more serious disciplinary action.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or designee or sponsor and may be subject to other disciplinary action.

### **Dress Code Guidelines:**

The administration reserves the right to judge whether any current fashion or fad is appropriate for school wear and to require any student to change his/her attire if it is not found acceptable. Clothing and grooming should be in good taste and should not cause undue attention or disruption.

**STUDENT DRESS AND GROOMING IN GRADES K - 12 SHALL CONFORM TO THE FOLLOWING:**

1. Shoes must be worn at ALL times.
2. Shorts may be worn. The hem of the shorts cannot be shorter than fingertip length when arms are fully extended by the side.
3. Outer clothing made from Lycra material will not be acceptable attire for students.
4. Skirts and/or dresses will not be shorter than the allowed shorts.
5. Any apparel that advertises or implies sex, drugs, tobacco, alcohol, profanity, etc., or that may distract from the learning process, is NOT permitted.
6. No caps, hats or other form of head covering will be allowed at school for either male or female students during regular school hours.
7. Garments that are sleeveless by design may be worn unless undergarments are exposed or deemed inappropriate by the administration. Tank tops, spaghetti straps, and muscle shirts are not allowed.
8. Shirts designed to be buttoned MUST be buttoned (layering is allowed).
9. Transparent clothes are NOT allowed.
10. Apparel that allows the midriff to show (front or back) is not allowed. Shirts, blouses, etc. must be long enough to cover the midriff while standing or sitting.
11. Sundresses and shirts that are backless, and have spaghetti straps, etc. are NOT allowed.
12. Students will not be permitted to wear sunglasses in the building. Permission will be granted if requested by a doctor.
13. Extracurricular organizations may develop apparel guidelines and requirements for participation in their respective activities with the approval of administration.
14. No names or insignias that represent public school fraternities, sororities, secret societies, or gangs, as described in TEC 37.121 shall be worn.
15. Sagging pants are not permitted. A belt must be worn and cinched at the waist on any oversized pants.
16. Appropriate undergarments must be worn.
17. No wallet chains or chains that attach to belt loops will be allowed.
18. With the exception of female ear piercing, body adornment involving piercing will not be permitted.
19. Pajamas, house shoes or attire that imitates sleepwear or loungewear are not to be worn to school.
20. No distractible hair colors or hair styles will be permitted.

21. Students will not be permitted to wear jeans/ pants that have holes above their fingertip length when arms are fully extended.
22. Hair must be kept in a manner that does not cover the student's eyes.

## **STUDENT FEES**

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

- **Costs for materials for a class project that the student will keep.**
- **Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.**
- **Security deposits.**
- **Personal physical education and athletic equipment and apparel.**
- **Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.**
- **Voluntarily purchased student accident insurance.**
- **Musical instrument rental and uniform maintenance, when uniforms are provided by the District.**
- **Personal apparel used in extracurricular activities that becomes the property of the student.**
- **Parking fees and student identification cards.**
- **Fees for lost or damaged 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.**
- **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 superintendent. [For further information, see policy FP.]

## **FIELD TRIPS**

Students who represent Sabine Independent School District on field trips are expected to conduct themselves in a manner that would bring credit to their school. Any student who goes on a field trip sponsored by the school must have a parent or guardian sign a permission slip before going. Any schoolwork that is missed as a result of the field trip will be the responsibility of the student to complete upon returning. Students participating in a field trip involving an off-campus trip shall use the transportation provided by the district both to and from the event. Only in exceptional circumstances approved by the building principal, in advance of the trip, shall this rule not be in effect.

## **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event.

Except as approved by the principal, fund-raising by outside organizations is not permitted on school property. [For further information, see policies FJ and GE.]

## **IMMUNIZATIONS**

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; 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>.]

## **LOST AND FOUND**

Lost and found is located in the seventh grade hall. All articles found (other than personal items) should be turned in to the office. When a student loses a book, he/she should look everywhere for it. If the student cannot find the book, he/she should go to the office to purchase a replacement for the lost text. If the book is later found, a refund will be issued.

## **MESSAGES**

Messages for students may NOT interrupt classes. When a parent needs to get a message to a student before school dismisses for the day, the school must receive a call before 2:15 p.m. except in emergency situations. Emergency messages will be delivered as soon as possible.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

The school nurse will conduct screenings for vision, hearing, and scoliosis during your child's middle school years. The school nurse will also conduct physical examinations when necessary to determine illness or injury.

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

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

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC 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 instruction 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.

## **SAFETY**

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

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



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

## **ACCIDENT INSURANCE**

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

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

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

#### **Fire Drill Bells**

3 bells or continuous ring	leave the building immediately
1 bell	return to the room

#### **Tornado Drill Bells**

5-6 short blasts of the bell	move quietly but quickly to the designated locations
1 bell	return to the classroom

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

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school 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 receptionist to update any information.

## **Emergency School-Closing Information**

In case of inclement weather, listen to the local radio station: KYKX/FM 105.7; KNUE/FM 101.5; KOOI/FM 106.5; KVNE 89.5; KLTV Channel 7; KETK Region 56 for any announcement pertaining to the dismissal of school. Sabine ISD provides an automated messaging system for school closing and emergency information. The system will call you on your cell phone, home phone, and e-mail you if schools are closing early, are closed for weather related reasons, or if there is an emergency that requires the schools to close.

## **SCHOOL FACILITIES**

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

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

The following areas are open to students before school beginning at **7:30** a.m.

- **cafeteria**
- **gym**

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

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

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

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

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

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

## **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact Food Service Director Sunnie Caldwell (903) 984-6917 or the middle school office to apply.

The District follows the Federal and State Guidelines regarding Foods of Minimal Nutritional Value being served or sold on school premises during the school day. [For more information, See policy CO.]

Good nutrition is essential for learning. Students may bring their own breakfast and/or lunch, or they may purchase meals in the cafeteria. Meals can be paid daily or meal tickets can be purchased in advance.

	<b>Regular</b>	<b>Reduced</b>
<b>Breakfast</b>	<b>\$1.25</b>	<b>\$.30</b>
<b>Adult Breakfast</b>	<b>2.00</b>	
<b>Lunch</b>	<b>2.45</b>	<b>.40</b>
<b>Extra Milk</b>		<b>.50</b>
<b>Adult Lunch</b>	<b>3.20</b>	
<b>Visitor's Lunch</b>	<b>3.50</b>	

*Lunch Money Now* is a software program purchased by SISD to allow parents to access their student's lunch account on-line. Parents also will be able to make payments on-line using a credit/debit card if they choose. To access *Lunch Money Now* go to [www.sabine.esc7.net](http://www.sabine.esc7.net), scroll down Quick Links and click on *Lunch Money Now*. In the designated boxes enter your student's local identification number, home phone number and date of birth to access your student's account.

Sabine cafeteria will allow students to accumulate no more than three meal charges for the 2011-2012 school year. After the third charge, students will be served an alternate meal consisting of a cheese sandwich, fruit, vegetable and a milk from the line that day. Students are not allowed to charge the last two weeks of school.

## **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 principal [See policies at CO and FFA.]

## **Library**

All students in the school are encouraged to use the library and to borrow books. All reference books and current magazines are to be used only in the library. The student in whose name the book is charged assumes the responsibility of that book until it is returned to the loan desk in the library. Thus, he/she will be responsible if it is damaged or lost.

## **Meetings of Non-curriculum Related Groups**

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

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

## **Vandalism**

The taxpayers of the community have made a substantial 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.

## **Pest Control Information**

Sabine Independent School District periodically applies pesticides as part of an integrated pest management program. All persons applying pesticides at this school are required to receive special training in pesticide application and pest control. In addition, this school has a policy that requires the use of non-chemical pest control tactics whenever it is possible. Pesticides may periodically be applied if monitors and thresholds indicate the need to do so.

Should you have further questions about pesticide use, including types and timing of treatments, you may contact: Ken Wilson, IPC Coordinator-Sabine ISD, 5424 FM 1252 W, Gladewater, Texas 75647, (903) 984-7036 or (903) 984-8564.

## **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations is available in the middle school office. If you have any questions, please contact Ken Wilson (903) 984-7036.

## **Tobacco Prohibited**

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, **including electronic cigarettes or any other electronic vaporizing device**, 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.]

## **SEARCHES**

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

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

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

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

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

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [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 on lockers and 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. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

## **TRANSPORTATION**

### **Sabine ISD Transportation Bus Discipline Regulation**

Students who ride the bus in the morning may not leave the bus before it arrives on campus and may not leave the campus after arrival. Students must get on and off the bus

at their designated stops. Children are not allowed to change their transportation plans without written permission from their parent/guardian. This is necessary for the safety and security of the student.

Bus drivers are in charge and are expected to report students who cause disturbances, violate safety procedures or refuse to cooperate. Such reports will result in disciplinary action including loss of privilege to ride the bus.

### **RESPONSIBILITIES OF BUS RIDERS**

Riding a school bus is a privilege offered to Sabine ISD students. 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 subject to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Arrive at the bus stop at designated time. Board the bus in an orderly manner, go directly to assigned seat and remain seated while the bus is in motion.
- For safety reasons students are to remain seated, face the front of bus with feet on the floor at all times.
- Keep aisle and emergency exit clear of books, backpacks, band instruments, and body parts.
- Do not throw anything inside or out the window of the bus.
- Do not eat or drink on the bus, with the exception of water in plastic bottles.
- Do not horseplay, wrestle or make loud noises while on the bus. This will distract the driver.
- Do not deface the bus or its equipment.
- Do not use profanity or obscene gestures towards anyone.
- Respect the driver and rights of others at all times.

Students failing to follow their responsibilities as Sabine ISD bus riders will be subject to the following:

**MINOR VIOLATIONS** include, but are not limited to:

- Not remaining seated properly
- Eating or drinking on bus
- Littering
- Talking loudly or screaming
- Placing a body part (hand, arm, head etc.) outside of the bus while moving.
- Failing to enter or exit the bus in an orderly manner

- Using profanity, cursing, or an obscene gesture to other students
- Being disrespectful to others or their property
- Spitting, biting, pinching, etc.

Consequences of committing a MINOR OFFENSE are as followed:

- Level I 1<sup>st</sup> written discipline report- documented warning to student
- Level II 2<sup>nd</sup> written discipline report-loss of bus privileges for 3 days
- Level III 3<sup>rd</sup> written discipline report- loss of bus privileges for 9 days  
**ALSO:** use of profanity, cursing other students, tobacco use, or indecent gesturing towards other students, FIRST OCCURANCE (no prior referrals) loss of bus riding privileges for 9 days
- Level IV 4<sup>th</sup> written discipline report- loss of bus riding privileges for 30 days
- Level V 5<sup>th</sup> written discipline report- loss of bus riding privileges for the remainder of school year.

**MAJOR VIOLATIONS**, include, but are not limited to:

- Vandalism
- Use of profanity, cursing, or obscene gesture to person other than another student
- Threatening or causing any bodily harm to a bus driver or other school official
- Any reckless action that could cause harm to the normal safe operation of the bus
- Fighting or assault

The consequence for a major violation is suspension from bus privileges for 30 days. A second Major Violation will result in the IMMEDIATE REMOVAL of rider from SABINE ISD buses for the remainder of the school year. Other disciplinary actions may be taken as deemed appropriate by the school administrator.

### **OTHER OFFENSES**

Other offenses of a serious nature will result in the suspension from the bus for the remainder of school year and placement in AEP or expulsion.

Serious offenses include but are not limited to:

- Using, exhibiting or possession of a firearm, illegal knife, club or weapon.
- Selling, giving, delivering, possessing, using or being under the influence of alcohol or an illegal drug.

### **SPECIAL NOTES:**

- ❑ If a bus rider is removed from riding the bus for the remainder of the school year for any reason during the last six weeks of the school year, he or she will not be eligible to return as a rider until the second semester of the following school year.
- ❑ Students caught vandalizing the school bus will be subject to the disciplinary actions listed as well as paying the cost of actual repairs.
- ❑ Students who have been removed from bus riding privileges may not ride another Sabine ISD bus until the privileges have been reinstated.
- ❑ Parents and/or legal guardians of bus riders should note that drivers are instructed not to hold conferences or try to solve disciplinary problem while the bus is in operation on the route. Parents should refer questions or concerns to the Transportation Office at (903) 984-9236 and may arrange a conference with the driver if necessary.
- ❑ Lost and found articles will be stored in the Transportation Office. Hours are from 7:00 a.m. until 4:30 p.m. on school days.
- ❑ All buses are equipped with video monitoring equipment. Drivers, principals and transportation personnel periodically monitor the actions of riders by using the video equipment. In accordance with state law, non-school personnel will not be allowed to view these videos.
- ❑ Sabine ISD will make every effort to operate the bus fleet in a timely manner. Drivers take pride in being “on time” when loading and unloading bus riders at their homes. Traffic, discipline problems, etc. will affect the time of arrival and departure and cannot be avoided by the driver.
- ❑ Sabine ISD Drivers are trained during their certification courses to operate a bus safely. If an unsafe condition exists, the driver will stop the bus and will not continue the route until a safe environment has been restored.
- ❑ A student may ride as a “guest” or “temporary” rider if the following criteria are met:
  - a) Temporary ridership is only granted if space is available on the host bus
  - b) If space is available, a written note, signed by the parent or guardian, is required and should state the student’s name and bus request.
  - c) The note must be presented to the campus principal for approval when the student arrives at school.
  - d) The note, signed by both the parent and principal, must be presented to the driver prior to boarding the bus as a “guest”.



## **APPEALING A BUS REMOVAL DECISION:**

- The campus administrator's decision regarding student discipline on Sabine buses shall be considered final unless evidence is presented that clearly shows that the administrator has failed to follow the district's bus disciplinary policy.
- Appeals can only be requested when a student is removed from riding privileges for 10 or more days.
- All appeals must be made in writing and received by the Superintendent of Schools within (7) days of parent notification. Appeals requested after the seven-day period will not be heard.
- An appeal of the administrator's decision may be submitted by a parent or transportation employee.

## **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 tapes 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 are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **BOARD POLICY**

The Sabine ISD Board Policies are found online at [www.sabineisd.org](http://www.sabineisd.org)

Our electronic/ technology policy can be found under CQ (Legal and Local)

Our complete discrimination/ harassment policy can be found under FFH (Local and Legal).

## Glossary

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

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

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

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

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or a final grade lost because of absences.

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

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

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

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

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

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

**PGP** stands for Personal Graduation Plan, which is required for high school students and for any student in middle school 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.

**PSAT** is the preparatory and readiness assessment for the SAT.

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

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

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

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

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

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

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the STAAR EOC assessments 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 a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion.

The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

**TSI assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

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

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