

Jourdanton Independent School District



Jourdanton PrideGotta Have It!

2009-2010 DISTRICT-WIDE STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

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JOURDANTON INDEPENDENT SCHOOL DISTRICT

Vision:

Jourdanton Independent School District – dedicated to be the BEST in Texas

Mission:

To provide a high quality educational environment that promotes excellence, builds responsibility, and creates life-long learners so that all students are prepared to be contributing adults in a diverse and ever-changing society.

Comprehensive Goals:

Through a collaborative effort among staff, parents, and community members, Jourdanton ISD is committed to:

- *Provide a high quality educational environment that promotes excellence for all students*
- *Maintain a safe, orderly, respectful and drug-free educational environment*
- *Ensure effective, integrated technology for management, communication, and classroom instruction*
- *Have a supportive community dedicated to our District's success*

BOARD OF TRUSTEES

The 2009-2010 Board of Trustees are:

Ramon DeLeon	District 1	President
Barbara Peeler	District 6	Vice President
Mary Klumb	District 4	Secretary
Tricia Taylor	District 2	Trustee
Pam Manning	District 3	Trustee
Amador Lugo	District 5	Trustee
Jane Andrus	District 7	Trustee

Student Code of Conduct was approved by the Jourdanton Independent School District Board of Trustees on August 10, 2009.

TELEPHONE EXTENSIONS AND DAILY SCHEDULES

Elementary Campus

Campus Number: 769-2121 Fax: 769-2208

Student Day: 7:55 – 3:30

Principal	Michele Hartung	Ext. 242	mhartung@jourdantonisd.net
Assistant Principal	Jimmy Gates	Ext. 271	jgates@jourdantonisd.net
Counselor	Pam Button	Ext. 245	pbutton@jourdantonisd.net
Secretary	Nita Moring	Ext. 273	nmoring@jourdantonisd.net

Junior High Campus

Campus Number: 769-2234 Fax: 769-2998

Student Day: 7:55 – 3:30

Principal	Robert Rutkowski	Ext. 237	rrutkowski @jourdantonisd.net
Assistant Principal	Matthew Mann	Ext. 246	mmann@jourdantonisd.net
Counselor	Gayla Reynolds	Ext. 240	greynolds@jourdantonisd.net
Secretary	Sherry Rankin	Ext. 236	srankin@jourdantonisd.net
School Nurse	Joy Dozier Caraway	Ext. 261	jdozier@jourdantonisd.net

High School Campus

Campus Number: 769-2350 Fax: 769-3065

Student Day: 7:55 – 3:30

Principal	Keith Chapman	Ext. 231	kchapman @jourdantonisd.net
Assistant Principal	Connie Nixon	Ext. 224	cnixon@jourdantonisd.net
Counselor	Monica Trevino	Ext. 228	mtrevino@jourdantonisd.net
Secretary	Debra Meadows	Ext. 266	dmeadows@jourdantonisd.net
Secretary	Linda Cantu	Ext. 232	lcantu@jourdantonisd.net

Administration Office

Office Number: 769-3548 Fax: 769-3272

Office Hours: 7:45 – 4:00

Superintendent	Lana Collavo	Ext. 223	lcollavo @jourdantonisd.net
Business Manager	Angie Balaszi	Ext. 222	abalaszi@jourdantonisd.net
Dir. of Instr &Tech	Theresa McAllister	Ext. 268	tmcallister@jourdantonisd.net
Athletic Director	Wayne Johnson	Ext. 249	mwjohnson@jourdantonisd.net
Supt.'s Secretary	Pauline Isaac	Ext. 226	pisaac@jourdantonisd.net
Receptionist/PEIMS	Betsy Yanas	Ext. 221	byanas@jourdantonisd.net
Payroll Clerk	Vicki Gilbert	Ext. 234	vgilbert@jourdantonisd.net
Purchasing	Betsy Rutkowski	Ext. 225	brutkowski@jourdantonisd.net
Transportation Dir.	Willie Cordova	570-5713	
Cafeteria Director	Denise Little	Ext. 259	dlittle@jourdantonisd.net
School Nurse	Joy Dozier Caraway	Ext. 261	jdozier@jourdantonisd.net

Note to parents and students: Students should not be on campus before 7:30 A.M. or after 4:00 P.M. unless involved in a school-sponsored activity. **Campus supervision of students begins at 7:30 a.m. and ends at 3:45 p.m. except for special activities. (Student arrival – 3:30 p.m. is considered “The School Day.”)**

The After-School for Kids (ASK) program is available from 3:30 P.M. to 6:00 P.M. on school days. For information contact the elementary principal.

PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

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

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

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

Both students and parents should become familiar with the Jourdanton 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 as an attachment to this handbook and posted on the Jourdanton ISD website at www.jourdantonisd.net

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

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

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

Also, please complete and return to your child’s campus the required forms in the forms packet that was sent home with your child.

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page 8 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review at the administration building or online at www.jourdantonisd.net

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Jourdanton ISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Jourdanton 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 legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: [Keith Chapman, High School Principal].
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: [Matthew Mann, Junior High Assistant Principal].
- All other concerns regarding discrimination: See the Superintendent [Lana Collavo, 803-769-3548, ext., 233].

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** and **Academic Programs**.]

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences.**]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the campus principal.]
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB, and contact the campus principal.]
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council.**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

- Any survey concerning the private information listed above, regardless of funding.

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Displaying a Student's Artwork and Projects

The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students and the like on the district's website, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,

- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records.**]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's

misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

Requesting Transfers for Your Child

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See **Bullying**, policy FDB, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact the campus principal.]

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

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus principal or counselor.

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).]

Services for Title I Participants

Jourdanton Elementary School and Jourdanton Junior High School are school-wide Title I, Part A campuses. Both campuses receive supplemental federal funds for overall school improvement. The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, is the superintendent and may be contacted at 830-769-3548.

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 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District 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.
- 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 campus principal is custodian of all records for currently enrolled students at the assigned school. The campus principal is the custodian of all records for students who have withdrawn or graduated.

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

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

The address of the superintendent's office and the principals' offices is:

Jourdanton ISD
200 Zanderson
Jourdanton, Texas 78026

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

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.jourdantonisd.net

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes

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

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes.

For these specific school-sponsored purposes, the district would like to use your child’s student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for purposes without the consent of the parent or eligible student, except as described above at

Directory Information.

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

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

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

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

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

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

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

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at 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(LOCAL).

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

Attendance for Participation in Extracurricular/Designated Activities

Student attendance is important to the success of each student, both academically and in extracurricular activities. In order for a student to be eligible to participate in extra-curricular activities, to leave campus for school activities or extra curricular activities during the school day, and to attend other designated events and activities, students must have no more than nine (9) absences – excused or unexcused. For students who enroll on or after January 1, no more than five (5) absences are allowed. Designated activities include but are not limited to school dances, end of year field trips, Graduation Ceremonies, 8th Grade Appreciation Night, and the prom. When a student exceeds nine absences, he or she must attend Saturday school for each absence after nine absences in order to maintain eligibility for activities and events with an attendance requirement. (There is a different requirement for exemption from final exams.) Extenuating circumstances should be discussed with the campus principal.

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 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC(LOCAL).] If the student has established a questionable pattern of absences, the campus administrator may require a physician’s or clinic’s statement of illness after a single day’s absence.

Driver License Attendance Verification

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

ACADEMIC PROGRAMS

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

AWARDS AND HONORS

Secondary honor roll: An honor roll will be published each six weeks. Students who earn all A's or A's and B's will be eligible for the honor roll. The principal/designee will compute the grades and publish the honor roll.

Elementary Pride Board: The Jourdanton Elementary School Pride Board is displayed in Wing A, outside the elementary office. The Pride Board recognizes those students in grades K–5 who demonstrate academic excellence, good citizenship, and/or social or academic self-improvement each six weeks. The homeroom teachers review each child’s report card each six weeks and submit the names of students to be recognized in the various categories on the Pride Board based upon

criteria agreed upon by the teaching staff of Jourdanton Elementary School. The criteria is as follows:

A Honor Roll:

1. Students must make all A's.
2. The student must not have an N or U in any graded area.

A – B Honor Roll:

1. The student must make at least **two (2)** A's and all other remaining grades must be B's.
2. The student must not have an N or U in any graded area.

Most Improved Student Award/Young Citizen Award:

1. Nominations for this category are optional.
2. The student must receive at least an **S** in conduct and an **S** in p.e.
3. A maximum of two students from each room may be nominated.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

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

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in several areas. Admission to these programs is based on student interests and graduation plans.

Jourdanton ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class ranking at the high school level: Graduating seniors shall be ranked on the basis of grade averages for the four-year program, excluding:

1. Grades earned in the last grading period of the final semester of the senior year.
2. Grades earned in courses for which local credit is given but which are not included in the TEA list of approved courses or subjects.
3. Grades earned for correspondence courses.
4. Grades of courses repeated by the student in which credit has previously been earned.
5. Dual Credit courses off campus and credit by exam.

Students transferring into the District will receive the weighted points awarded Jourdanton students for comparable courses.

In case of ties in the grade point average, the tie will be broken by counting the number of advanced courses the student has taken. The student with the most advanced courses will be ranked higher. If

students are still tied, the tie will be broken by averaging the four core course areas (English, social studies, math and science) over the four years.

All students whose grade point averages make up the top ten percent of the graduating class and qualify for automatic admission under Education Code 51.803 shall be recognized. Eligibility standards required for the local procedure for determining valedictorian and salutatorian (or other local honor positions) shall not apply to the procedure for determining the top ten percent. The GPA shall be reported on the student's transcript and made available in accordance with the application deadline for the college or university when requested by the student. [See EIC(LEGAL)]

Graduating seniors who maintain an average of 90 or higher during the four-year high school program, excluding the final grading period of the senior year, shall be recognized for academic honors. **These students will be recognized as the Principal's Honor Graduates.**

Grades at Jourdanton High School are weighted for grade point averages at the end of the **fifth** six weeks for ranking purposes only. Grades recorded on the transcript shall not be weighted. **Pre-AP, AP (Advanced Placement) and Dual Credit courses taught on our campus will be weighted at the end of the year by adding ten (10) additional points providing the student makes a 70 or above in the course.** The following courses may be offered on our campus:

Pre-AP English I and II	Pre-AP World History
Pre-AP U.S. History	Pre-AP Biology
Pre-AP Algebra II	Pre-AP World Geography
Pre-AP Spanish II	Pre-AP Calculus
AP Chemistry	AP Spanish III
AP Calculus	Dual Credit Government
Dual Credit English III & IV	Dual Credit Economics
Dual Credit Biology	

Advanced courses have seven (7) points added to the year's final grade for ranking purposes provided the student makes a 70 or above in the course. Advanced courses include:

Physics	Algebra II	Chemistry I
Second and third year of a foreign language		
Anatomy, Physiology, Medical Micro and Pathophysiology if taken as a fourth year science		

Star Net AP (Advanced Placement) and 2nd and 3rd year language courses will be weighted in accordance with our above advanced policy.

High school senior ranking will be based on the grade averages for the Texas Education Agency (TEA) and locally credited courses during the four-year program **excluding** these courses:

Physical Education	Athletics	Courses for Local Credit
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Valedictory honors will be awarded to the senior student with the highest ranking grade-point average of the class at the end of the fifth (5th) six weeks of the senior year, and salutatory honors will be awarded to the student with the second highest grade-point average.

Only those students who graduate on the Recommended Program or Distinguished Achievement Program shall be considered for valedictorian and salutatorian honors. This is in keeping with the State of Texas distinction between the minimum high school graduation requirements, the Recommended Program and the Distinguished Achievement Program.

Students who transfer from accredited schools into the District will be eligible for graduation honors, provided they have attended Jourdanton High School their **entire** junior and senior years. They must maintain a scholastic average at the high school equal to, or higher than, the average competing students.

Students graduating in the spring, a year early, will be ranked with the class that is graduating at that time. If the student graduates in December, he/she will graduate with the rank in class that he/she has at the end of that semester.

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

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

Students and parents should contact the high school counselor for further information about the application process and deadlines.

Class ranking in eighth grade: Graduating eighth graders will be ranked on the basis of grade averages in the following courses:

Reading	Science	Math	English	History
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Certain courses will be weighted as specified in the Jourdanton Junior High Student Handbook. In order for an eighth grade student to be considered for the academic top ten, he/she must have attended school in this District the entire eighth grade year.

[For further information, see policies at EIC.]

COLLEGE CREDIT COURSES

In addition to programs offered by the district, students may be awarded credit toward high school graduation for completing a college-level course in an accredited college or university that is or is not in a partnership with the district.

COMPLAINTS AND CONCERNS

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

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the

superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

COMPUTER RESOURCES

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

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

CONDUCT

Applicability of School Rules

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

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

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

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

Cell Phones/Mobile Telephones and other Telecommunication Devices

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

A student who uses a telecommunications device during the school day shall have the device confiscated. The parent or guardian may pick up the confiscated telecommunications device from the principal's office. Beginning with the second offense, a fee of \$15.00 will be charge each time the device is confiscated. Repeated instances of violations may result in confiscation of the telecommunication device for up to seven (7) days.

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

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.

REFUSAL TO SURRENDER AN ITEM TO A STAFF MEMBER IS A VIOLATION OF THE STUDENT CODE OF CONDUCT.

Other Electronic Devices

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

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

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

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

contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

CORRESPONDENCE COURSES

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

[For further information, see policies at EEJC.]

COUNSELING

Academic Counseling

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

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

Personal Counseling

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

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 FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the current school year will be posted.

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit

suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

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

Harassment

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

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

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

DISTANCE LEARNING

Credit toward state graduation requirements may be earned through distance learning technologies, such as satellite, Internet, two-way videoconferencing, and instructional television. The distance learning courses must include state-required essential knowledge and skills for such a course.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school yearbook is available to students.

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

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

Nonschool Materials...from students

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

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

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

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

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.

If the principal/designee determines that a student's grooming violates the dress code, the student will be given an opportunity to correct the problem at school. If the problem is not corrected, the student will be assigned to In School Suspension (ISS) for the remainder of the day or until the problem is corrected. Repeated offenses will result in more serious disciplinary action. Appropriate discipline procedures will be followed in all cases.

The principal/designee, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity including prom, all banquets, end of year ceremonies, etc. will regulate the dress and grooming of students who participate in the activity.

Students who violate these standards will be removed or excluded from the activity for a period

determined by the principal/designee. Students may be subject to other disciplinary action. **Students in attendance as spectators at extra-curricular activities are expected to dress in good taste. Final determination of acceptable dress rests with the principal/designee.**

The District prohibits any clothing or grooming that, in the principal's/designee's judgment, may be expected to cause disruption of, or interference with, normal school operations.

The District prohibits clothing with pictures, emblems, or writings that are lewd, offensive, vulgar, violent, or obscene and those that advertise or depict tobacco products, alcoholic beverages, drugs, or any illegal substances.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. In grades 3-12, shorts, skirts, skorts, culottes, and dresses must be no more than 4" above the top of the kneecap.
2. No cutoffs, clothing with holes, tight fitting pants, oversized or baggy pants, exercise/bicycle shorts, or wind shorts will be permitted.
3. Appropriate footwear must be worn. Footwear, which has toes reinforced with steel, hard plastics, or similar material is specifically prohibited. In all PE classes, appropriate athletic shoes will be worn.
4. Hair must be neat, clean, well-groomed, and of a normal hair color. Students' hair should be cut in a manner that will keep it out of the students' eyes. Students will not wear outlandish hairstyles, sidewalls, skid marks, long top over short, shaved sides, or shaved styles with designs while attending J.I.S.D. schools. Boy's hair cannot extend below the eyebrows in front when combed or brushed straight forward; hair cannot extend beyond the **middle of the ear on the sides when combed or brushed straight down, and;** hair cannot extend past the top of the shirt collar (of a collared shirt) in back when the boy is standing erect and hair is combed or brushed straight down. Sideburns will be limited in length to the middle of the ear. Boys' faces will be clean-shaven.
5. Headwear, including but not limited to hats, caps, hairnets, hoods and earphones may not be worn on school property during the school day except when participating in a school event or practice which requires headwear or when expressly allowed for an activity or event. Restrictions regarding gang-related dress will apply.
6. See-through garments are not appropriate and undergarments should not be visible.
7. In grades 3-12, all boys' and girls' top garments (shirts, blouses, and dress tops) must have sleeves. **All top garments must be tucked in and stay tucked in when arms are raised.** No sleeveless garments or garments with straps are allowed. Sleeveless garments, tank tops, muscle shirts, halter-tops, string-tied garments, spaghetti straps garments and garments that expose cleavage, backs, midriffs or undergarments are not permitted. Coats, jackets, and sweatshirts with hoods are considered as outdoor wear and may be worn over clothing as appropriate for the environment. Clothing underneath outdoor wear must be in dress code. Long or oversized coats, jackets, sweatshirts, sweatshirts with hoods, other hooded outdoor wear, and sweaters are not permitted. For safety, students may be required to remove coats, jackets, sweaters, sweatshirts, and sweatshirts with hoods.
8. No body-piercing ornaments will be allowed, with the exception of girls having up to two earrings per ear, on school property or at school sponsored events.

9. EXCESSIVELY OVERSIZED/SAGGY/BAGGY GARMENTS ARE NOT PERMITTED. LARGE-WAISTED, LOW-CROTCHED, EXTRA-LONG OR EXTRA-WIDE-LEGGED PANTS, OR LOW-POCKETED PANTS/SHORTS ARE NOT PERMITTED.
10. Underwear/sleepwear, including plain white tee shirts and pajama style garments will not be worn as outer garments.
11. No facial makeup will be worn in the elementary (PK - 5) grades.
12. In grades 3-12, belts must be worn through the belt loops on garments that have belt loops.
13. No permanent or semi-permanent tattoos will be exposed at any time on school property or at school sponsored events.
14. P.E.:
 - a. Elementary: Shorts will be worn under dresses in grades K-5. (Brief trunks will not be accepted).
 - b. Secondary: Students shall dress as required by the P.E. instructor.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, bizarre, or so unusual as to detract from the classroom environment.

FINAL DETERMINATION OF ACCEPTABLE DRESS AND GROOMING RESTS WITH THE PRINCIPAL OR HIS/HER DESIGNEE.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for 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 an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- For UIL participation at the junior high level students must be promoted to the seventh grade or promoted to the eighth grade.
- For UIL participation at the high school level, students must meet the following criteria at the beginning of the school year:

Promotion to grade nine	First year of high school
5 credits	Second year of high school
10 credits	Third year of high school
15 credits	Fourth year of high school
- 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. Additional absences, to a maximum of 20 shall be permitted at any level of competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- It is the student's responsibility to get assignments and complete assignments within the timeline established by each teacher.

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

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

Offices and Elections

Elections are held at the junior high and high school campuses to elect offices for classes and various organizations. Guidelines for each election will be disseminated at the campus will be available in the office.

FEES

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

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

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the superintendent at least 30 days before the event. [For further information, see policies at FJ and GE.]

GRADE CLASSIFICATION

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

Credits Earned	Classification
6	Grade 10 (Sophomore)
11	Grade 11 (Junior)
18	Grade 12 (Senior)

GRADING GUIDELINES

Report cards will be distributed to students at the end of each six-week period on the Friday following the close of the reporting period. Absences and citizenship grades will be included on the report cards.

Six-week grades will be determined by one of the following seven options:

(1)	(2)
1/3 daily average	25% daily average
1/3 weekly test average	25% weekly test average
1/3 six-weeks test grade	25% project grade
	25% six-weeks test grade
(3)	(4)

30% daily average

30% weekly test average

20% project grade

20% cumulative test average

40% daily average

40% weekly test average

20% project grade or

cumulative test avg.

- (5) **Grades may be averaged as 50% daily average and 50% weekly test average.**
- (6) **All grades taken during the six-week period may be averaged together, and if a six-week exam is given, it may count no more than one-fourth of the six-week grade.**
- (7) **If another option is desired, it may be used with the principal's approval and with notification to the parent(s)/guardian(s). [i.e. kindergarten grading system]**

Semester grades will be determined by averaging the three six-week grades. If a semester exam is given, the semester grade will be determined by counting the six-week grade average four times, adding the semester test grade, and dividing by five. A project grade may be substituted for the semester exam with the approval of the campus principal.

Six-week tests are optional at all grade levels.

HIGH SCHOOL GRADING POLICY

Jourdanton High School will determine student grades by the following formula:

60% MAJOR GRADES (tests, labs, major papers, projects, 6 weeks tests, etc...)

40% MINOR GRADES (homework, quizzes, participation grades, attendance)

Teachers will have a minimum of 10 grades with three of them being a major grade.

If a student fails to turn in an assignment, the student has the opportunity to come after school to do an alternate assignment. Teachers may also drop the lowest grade. Students have two days to do assignments on the block schedule. Homework is important as a reinforcer of what was taught in the class that day. Parents can help by checking on their child during the six weeks to make sure they are completing work.

HIGH SCHOOL SEMESTER EXAM EXEMPTION POLICY

Students who are eligible for exemptions from semester exams include students who:

1. have at least 11 credits at the beginning of the year.
2. have no more than three excused absences in that course during the semester. An unexcused absence will result in the student taking the exam. Extracurricular and co-curricular absences do not count. (College days would not count as an absence).
3. have no more than one tardy in that course during the semester.
4. have at least an 80 average in that course during the semester. (A semester grade will be determined by averaging the three six-weeks grades together.)
5. have no major discipline referrals

Students who are exempt will report to school at 10:00 each exam day and sign in with the office and with the teacher in whose class they are exempt.

NOTE: In the spring semester, students must have passed all parts of the TAKS Test to be eligible for exemption from exams. Freshman and sophomores are allowed to be exempt at this time if they meet the above criteria and pass all parts of the Spring TAKS Test.

PLACEMENT PROCEDURE OF ELEMENTARY STUDENTS

In order to achieve diversity in the classroom setting, the procedure for placing elementary children in kindergarten through fifth grade is as follows:

1. Class lists are compiled based on gender, ethnicity, and academic ability.
2. All English as a Second Language (ESL) students will be assigned to a certified ESL teacher.
3. All Gifted and Talented (GT) students will be assigned to a teacher who is qualified in the area of GT.
4. Retainees will have special consideration in placement.
5. Any individual placement is subject to approval by the principal.

GRADUATION

Requirements for a Diploma

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

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

STUDENTS WHO FAIL TO COMPLETE ALL GRADUATION REQUIREMENTS INCLUDING STATE ASSESSMENT REQUIREMENTS WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY.

Graduation Programs

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

Students who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits

- Advanced/Distinguished Achievement Program 26 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

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

Certificates of Coursework Completion

A certificate of coursework completion **will not** be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

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).

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

[See FMH(LEGAL)]

Graduation Activities

Graduation activities will include:

- Graduation Ceremonies
- Baccalaureate
- Project Graduation

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who have attained special positions of honor based upon neutral criteria as determined by the Superintendent or designee(s) in consultation with the campus principal will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall

be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

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

[For student speakers at other school events, see **Student Speakers** and policy FNA (LOCAL).]

Graduation Expenses

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

State Scholarships and Grants

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

HARASSMENT

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

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

Students in middle or junior high school shall engage in at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

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

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held one meeting. Additional information regarding the district's School Health Advisory Council is available from the Director of Instruction and Technology. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

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

Elementary students are not permitted to use the vending machines between 7:30 a.m. and 3:30 p.m. and junior high students are not permitted to use the vending machines between 7:30 a.m. and 12:05 p.m.

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have any questions, please contact the superintendent.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Pam Button, Elementary Counselor.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O.

Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court

order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

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

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may

provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension Makeup Work

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

MEDICINE AT SCHOOL

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

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

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

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

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

Psychotropic Drugs

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

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

NONTRADITIONAL ACADEMIC PROGRAMS

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

The superintendent shall ensure that each student admitted to the district complies with the screening requirements set by the Texas Department of Health or submits an affidavit of exemption.

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

PLAGIARISM

Students are expected to use reliable sources for research work and avoid plagiarism on all assignments. Plagiarism is an unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data in work submitted for credit. **Failure to identify information or essays from the Internet and submitting them as one's own work is also plagiarism.**

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

In grades 1 – 5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on grade-level standards for subject areas and a grade of 70 or above in reading and mathematics.

In grades 6 – 8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 for all subject areas and a grade of 70 or above in language arts, mathematics, science, and social studies.

Grade level advancement for students in grades 9 – 12 shall be earned by course credits.

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

If a student contacts a parent to pick him/her up for an illness without going through the nurse or office staff, the absence is unexcused and if a cell phone was used, the call will be considered a cell phone/telecommunications device violation.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and are 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(LOCAL).]

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.

RETALIATION

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

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Cell phone usage is strictly prohibited by students and staff during drills and evacuations.

Students will not be released by telephone to anyone during drills and evacuations. Students will be released only to someone who is specifically listed on the student's emergency card.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency

care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Emergency school closings will be reported to the KENS 5, WOAI, and Channel 12 San Antonio television stations. School closings will also be posted on the district website at www.jourdantonisd.net

SAT, ACT, AND OTHER STANDARDIZED TESTS

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

SCHOOL FACILITIES

Use By Students Before and After School

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

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

- In favorable weather, students will remain on porches, breezeways, or playgrounds.
- In inclement weather, junior high and high schools students will be permitted into the school gym and elementary students will be permitted into the appropriate building.
- Junior High and High School students will be permitted in their respective libraries to study.

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. Students who are remaining on campus for a special activity should confine themselves to the appropriate areas only.

NO student should be in any school facility at anytime of the day or night without direct supervision by a school employee.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

Jourdanton ISD is a closed campus, so all students will eat lunch at school. If hardship cases are proven and approved by the principal, those students will be allowed to eat off campus.

The school cafeteria is maintained for students' use and with no view of making a profit. 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. See Denise Little, Cafeteria Director, to apply.

Application forms are handed out the first week of school and must be returned immediately if a family wishes to apply for the program. Students approved for free or reduced lunches during the previous year will receive this service for the first 30 operating days of the new school year. **A new application must be completed at the beginning of each school year for the service to continue.** If a student withdraws from school and then re-enters school after 30 days, a new application must be submitted in order to receive benefits. New students will enter school on a full paid lunch status and must bring lunch money on their first day of school until their lunch application has been approved for free or reduced priced meals. It is recommended that upon enrolling a new student, parents come by the high school cafeteria office and turn in the lunch application. At that time, parents can learn if the student qualifies for the lunch program.

CAFETERIA PRICES

BREAKFAST

All Students	FREE
Staff	\$1.00
Visitors	\$1.25

LUNCH

Reduced Students	\$.40
Full Price- elementary	\$1.50
Full Price – secondary	\$1.75
Faculty	\$2.50
Visitors	\$2.75

FREE BREAKFAST will be served to K-12 students. First grade through eighth grade students will have breakfast delivered to the classrooms. Kindergarten students will be served breakfast in the elementary cafeteria from 7:30 – 7:50 AM. High School students will be served in the high school cafeteria from 7:30 – 7:55 AM.

LUNCH is served from 11:00 a.m. – 12:30 p.m. for Pre-K through 5th grade, elementary and jr. high staff and visitors in the jr. high cafeteria. The 6th – 12th, along with high school staff and visitors, will be served in the high school cafeteria from 11:10 a.m. – 12:30 p.m. There are two lunch lines and a snack bar available in the high school cafeteria. Serving times are subject to change if class schedules change. *Menu is subject to change. **PRICES AND SCHEDULES ARE SUBJECT TO CHANGE.**

CHARGES: All accounts are expected to be **PAID IN ADVANCE**. **Students will only be allowed two (2) regular lunch line meal charges.** A student will not be allowed to charge or purchase a la

carte items if his/her lunch account has not been paid in full. If a student has a lunch charge regardless of their approved lunch application status, and has not paid it in full within a reasonable time frame (one week), he/she will be offered a peanut butter sandwich and milk alternate lunch until the account is paid in full. Although there is no charge for this alternate lunch, this meal is for emergencies only and not allowed as an option between it and a regular lunch meal. Elementary students with low balances and charges will have reminders sent home along with a follow-up telephone call. Please make sure that contact numbers are provided on the lunch application and personal information provided to the school. If this information is not provided, we will not be held responsible for not being able to contact a parent regarding the lunch account. Junior high and high school students will be verbally reminded. Lunch menus are sent home with elementary students at the beginning of each month. Please keep track of how much lunch money is needed so that students avoid charging! **Students will be responsible for having money in his/her lunch account or cash every day.**

For your convenience, the district has an online payment process. Go to the district website at www.jourdantonisd.net and click on “My Nutrikids.com” on the right side of the site to set up an account.

Elementary students may purchase extra portions at regular price, but elementary students are not allowed *a la carte* purchases. Reduced and free lunch prices do not apply to a la carte and extra portion prices. All junior high and high school reduced and paid students are allowed a la carte purchases. If you do not wish for your student to have this option, please notify the cafeteria immediately. **ALL** students who do not pay off their charges within a reasonable timeframe of one week become problem accounts. These accounts will be closed after the charges have been paid and will be allowed to purchase their lunch meal on a cash only basis for the remainder of the school year. If the cafeteria received an NSF check, the cafeteria will not accept lunch account payments by check for the remainder of the school year. Credits on lunch accounts will then require payment by cash or money order only. If the NSF check is not paid within one month from the date of the return, the cafeteria may not accept lunch account payments by check indefinitely. Any and all cafeteria disputes should be addressed to the Food Service Director. Disputes will be resolved with the advice of the superintendent. Parents may call the elementary cafeteria at (830) 769-2144 ext. 253 or the high school cafeteria at (830) 769-2144 ext. 259 at any time during the day to check on lunch account balances.

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.]

DRINKS AND FOOD

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.] Cold drinks, ice cream, candy, gum, etc., will not be tolerated in the classrooms except as allowed by campus principals on special occasions and in accordance with state and federal guidelines. Elementary students are not allowed to use vending machines at anytime between the hours of 7:30 a.m. and 4:00 p.m.

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

Library

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

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles/Bicycles/Skateboards/Roller blades/Roller Skates/Shoes with Wheels/Scooters on Campus

Driving a motor vehicle, including a motorbike, to school is a privilege offered by the parent(s)/guardian(s) and the school to responsible high school students. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. **A student has full responsibility for the security 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*.]

Vehicles: Each student who drives to school must have a parking permit issued by Jourdanton High School, proof of insurance (including the student's name being listed on the insurance), a valid driver's license, and current vehicle registration. Any student caught without proper documentation will be immediately reported to the proper authorities and will be subject to disciplinary action by the school. (Parking stickers may be obtained at the high school office).

Students will park in the student-designated area of the parking lot located in front of the high school band hall. Students are not permitted to park in any other areas during the school day. Students are not to sit in, on, or around parked cars. Upon arriving at school, students will secure their vehicles and leave the parking lot for the designated student waiting area until the bell rings to enter the

building. **The campus parking lot is off limits during school hours unless the student has written permission from the principal's office.**

All student drivers should enter and leave the school parking lot at marked entrances and exits, using extreme caution and the proper rate of speed. Watch for pedestrians at all times.

Bicycles: Students who choose to ride bicycles to school are urged to follow all bicycle safety rules. Bicycles are to be parked in designated areas only and are not allowed on school sidewalks, porches, parking lots, or breezeways before, during, or after school. All bicycle riders should use extreme care when entering or leaving the school grounds and while crossing or traveling such busy routes as Highway 16.

Skateboards, roller blades, roller skates, shoes with wheels, and scooters are not allowed on campus at any time before, during, or after school.

Trained Dogs

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

Metal Detectors

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

Drug-Testing

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

SPECIAL PROGRAMS

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

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.

STUDENT SPEAKERS

The Superintendent, in consultation with campus principals, shall annually prepare and distribute a list of school events, other than high school graduation exercises, at which students will publicly speak in any official role or capacity.

Students are eligible to use the limited public forum if they:

1. Are in the highest two grade levels of the school,
2. Volunteer and have complied with this policy, and
3. Are not and have never been assigned to an alternative disciplinary placement (DAEP or JJAEP).

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

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

[See FNA(LOCAL)]

SUMMER SCHOOL

Summer school will be offered on a limited basis for students in elementary grades who do not meet criteria for promotion or who do not meet state requirements on the TAKS test.

Students who fail a course in junior high or high school may be permitted to receive credit by passing that course during the district's summer school, depending on an availability of funding.

Credit for summer school work will be permitted from another school if the work is completed in a school that is approved by the Texas Education Agency. The program must meet the same standards as those in effect during the regular school year. Work done under a private teacher will not be accepted for credit. Courses completed in summer school will be counted both toward graduation and toward academic honors.

In the spring of each year, summer program information will be announced for PK through grade twelve. The information will be available in the principal's office and posted on the district website at www.jourdantonisd.net

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9

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

[See policy EKB(LEGAL).]

TARDINESS

Students who are tardy to school or who leave early, are subject to consequences established by each individual campus. Repeated incidents will result in disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS

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

TRANSFERS

The district accepts transfers of students who do not reside in the district. Applications for transfer are available at the administration building. Transfers may be refused or revoked as described in the application. The district does not accept public education grant transfers.

[See **Requesting Transfers for Your Child**, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education** for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the campus principal.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

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

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

TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL

Transportation service is not mandated by the State of Texas. The Jourdanton Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the District. The district is committed to providing safe transportation for students to and from school.

All vehicles owned by Jourdanton ISD are considered an extension of the classroom and are, therefore, subject to the Student Code of Conduct and the consequences for misbehavior.

All students will be assigned to a specific bus and will not be allowed to ride on a different bus or route without contact and/or a note from the student's parent **and** approval of the principal/designee.

General Bus Transportation Rules

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.
3. Ride assigned bus only.
4. Any student attempting to ride a bus to which he/she is not assigned, must have note signed by the parent and approved by the campus principal. (A temporary bus pass may be requested for up to two weeks. Approval of the principal is required.)

Bus Conduct Rules

1. Follow the requests and instructions of the driver.
2. Change seats immediately upon the request of the driver or other district staff.
3. Remain in the same seat throughout the duration of the route unless otherwise directed..
4. Remain seated while the bus is in motion.
5. Speak in a low voice – loud voices and noises are prohibited.
6. Follow the Student Code of Conduct
7. Face forward in seat throughout the trip.
8. Sit in assigned seat if directed by the driver or other school staff.
9. Use the emergency doors and exit controls only during supervised drills or in an actual emergency.
10. Remain in the seating area of the bus at all times unless loading or unloading the bus.

Prohibited Items

Tobacco products, alcoholic beverages, drugs, or chemicals

Live animals or insects

Glass containers

Weapons, explosive devices, and fireworks

Open flames of any kind

Any object, including musical instruments and school projects, too large to be carried by the student

Open containers of food and drinks

Radios, tape players, hand-held video games and other electronic devices

Procedures for Waiting for the Bus

1. Be at the bus stop at least five (5) minutes before the scheduled pick-up time. The driver will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the school bus.
3. Form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. Obey the driver; he/she is in charge of all riders on the bus.
6. Follow the Student Code of Conduct at all bus stops.
7. Go home immediately if the morning bus is missed.
8. Go to the campus principal if the afternoon bus is missed.

Missing the Bus

1. The student's parent should instruct his/her child/children on procedures to follow if the bus is missed.
2. The student's parent is responsible for providing transportation to and/or from school if their student misses the bus.
3. The district is not responsible for providing transportation to students who miss the bus.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to assigned seat. The bus will not move until all students are seated.
4. Assigning seats is within the bus driver's authority.

Unloading the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Have a signed temporary bus permit from the principal to get off at a stop other than your own. Give the temporary pass to the driver when boarding the bus.
5. Stay clear of the bus when the engine is started; do not chase or hang onto the bus. Stand away from the bus so as to be clearly visible.
6. Do not go after any article that drops or rolls near or under the bus. Ask the driver for help.
7. Leave the bus in an orderly manner.

Crossing the Street or Highway

1. Walk in front of the bus, not behind, and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Be alert for vehicles that do not stop when the bus is loading or unloading; be cautious.
4. Cross all streets at intersections when possible.
5. Obey all traffic lights and signs.
6. When crossing State Highway 16, students must use the designated crosswalk and signals.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If no evacuation of the bus is necessary, remain seated, stay calm, and follow the bus driver's instructions.

3. If the bus must be evacuated, follow these procedures for evacuation in an emergency situation:
 - a. The student nearest the door will open and hold the door.
 - b. Evacuation will start with the seat closest to the door.
 - c. All riders will leave the bus in single file as quietly as possible and stay in a group.
 - d. All riders must follow the driver's instructions completely.

Extracurricular Trips

1. All transportation rules and procedures apply to transportation provided to all school sponsored activities and events.
2. Discipline is the responsibility of the building principal and the trip sponsor.
3. The bus must be kept clean during the trip.

Route Changes

All requests by the student's parent for bus route changes should be directed to the transportation office at 769-3968. Due to state regulations, drivers of state-approved school bus routes may not make route changes.

Discipline Procedures

The school bus is an extension of the classroom, and consequences for inappropriate behavior will be administered by the principal or designee with assistance from the driver. The student must follow the Student Code of Conduct. For bus behavior infractions, a conduct report is written and forwarded to the appropriate campus administrator. Depending on the severity of the infraction, possible consequences include:

- Conference with student and written notice to the parent
- Probation
- Parent conference
- Assigned seating on the bus
- Removal of bus privileges for a period of time determined by the campus administrator according to the frequency and severity of inappropriate behavior.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

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

Visitors are not allowed on playgrounds and fields during the regular school day except for special events and activities.

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

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test 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; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

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.

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

APPENDIX I

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent or student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the

Office that administers FERPA are:

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

APPENDIX II

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Jourdanton ISD will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Jourdanon ISD will directly notify parents of these policies at least annually

at the start of each school year and after any substantive changes. Jourdanton ISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Jourdanton ISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

APPENDIX III

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.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Campus Principal
Phone Number: 769-3548 (extensions are on page 2.)