

Avinger Independent School District

245 Connor St.
Avinger, Texas 75630
Phone: 903 562-1355

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Our Code of Conduct

- I will maintain honesty in my relations with others.
 - I will be responsible for my actions at all times.
- I will show others the respect that they deserve as men and woman.
- I will judge people solely by their merits, regardless of race, religion, nationality, or social standing.
 - I will always stand for what I believe to be right.

School Colors: Maroon and White

School Mascot: Indian

Acknowledgment

Dear Students and Parents:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with you family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign the attached acknowledgment, and then return the page along with the other handbooks forms, to the first period teacher.

Thank You,

Kenny Abernathy, Principal

Acknowledgment Form

My child and I have received a copy of the Avinger I.S.D Student Handbook and the *Student Code of Conduct* for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Corporal Punishment

Please Circle One:

I will/will not allow Avinger I.S.D. to use corporal punishment as a disciplinary option for my child/children.

Signature of Parent or Guardian

Date

<p>“Please sign and date this page, remove it from the handbook, and return it to the student’s homeroom teacher.”</p>

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

State law requires the district to give you the following information:

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it (Student recognition activities, graduation, UIL, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media etc.) unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not; use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

Avinger ISD has designated the following information as directory information for the school-sponsored purposes listed below:

School-Sponsored purposes: Student recognition activities, graduation, UIL, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media.

(Following information does not need to be filled out).

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

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

Parent signature _____

Date _____

For all other purposes, Avinger ISD has designated the following information as ***directory information***:

(Information does not need to be filled in).

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Parent: Please circle one of the choices below:

I, parent of _____ (*student's name*), **(do give) (do not give)** the district permission to release the information in this list in response to a request *unrelated to school-sponsored purposes*.

Parent signature _____

Date _____

**Parent's Response Regarding Release of Student Information
to Military Recruiters and Institutions of Higher Education**

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

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

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

Parent signature _____

Date _____

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child’s participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as “protected information survey” that concerns one or more of the following eight areas:

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. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
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 or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and to certain physical exams and screenings.

“A parent must sign and return this consent form no later than 10 days after enrollment if you **would** permit your child to participate in certain school activities.”

Parent’s signature

Date

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to the Principal’s office. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

The following information is needed to update our files. We need the correct mailing address and phone numbers to keep communication lines open with parents and guardians. Please notify the school of any change in phone numbers, addresses, or emergency contacts.

EMERGENCY INFORMATION

Student Name: _____ Grade: _____
Parent/Guardian Name: _____
Mailing Address: _____ Physical Address: _____
Home Phone #: _____ Cell # _____ Work Phone # _____
Person to contact in case of emergency if parent/guardian cannot be reached: _____

Emergency Contact Phone #: _____

In case of serious emergency school authorities have permission to transport this student to a doctor or emergency medical facility: Yes: _____ No: _____

The Principal's office/District ***will not*** administered or have available the following for students:
Tylenol, Aspirin, Ibuprofen, Antacid, Cough Drops and etc.

HEALTH HISTORY

The following information is to be used in best interest of the student and family. Please check any of the following conditions that your child has or has had. (Include dates when relevant). Please up-date this information when needed.

Allergies _____	Measles (red) _____	Serious Accident _____
Asthma _____	Measles (3 day) _____	Tuberculosis _____
Chicken Pox _____	Mumps _____	Sickle Cell Anemia _____
Epilepsy _____	Pneumonia _____	Hemophilia _____
Diabetes _____	Polio _____	Ulcers _____
Glandular fever _____	Rheumatic Fever _____	Other _____

Frequent episodes of Nervous Stomach _____

If you listed, any conditions above that are still current or might occur. Please explain how the child reacts and what you have found successful in treating the condition. _____

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PREFACE

To Students and Parents:

Welcome to school year 2008–2009! 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 Avinger I.S.D Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—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; and

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 Avinger I.S.D *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

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 and other communications.

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

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

Also, please complete and return to your child’s teacher the following required forms included in this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and
4. Consent/Opt-Out Forms.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the Principal’s office.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the Avinger I.S.D 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, Avinger I.S.D does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Superintendent Doug Carter (903) 562-1271
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Superintendent Doug Carter (903) 562-1271
- All other concerns regarding discrimination: Superintendent Doug Carter (903) 562-1271

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.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (903) 562-1355 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.
- 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.]

Displaying a Student's Artwork and Projects

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

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

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

- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

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

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

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.

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 (the week in which September 17 falls) 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 your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO (LEGAL) and the *Student Code of Conduct*.]

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 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 policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]
- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

OTHER IMPORTANT INFORMATION FOR PARENTS

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Principal Kenny Abernathy at (903) 562-1271.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date 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 Principal Kenny Abernathy at 903-562-1355.

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

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Superintendent Doug Carter and may be contacted at (903) 562-1271.

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The 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. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the principal's office is 245 Connor St. Avinger, TX 75630.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the 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 days to exercise the right to place a statement commenting on the information in the student 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).

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

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office.

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 this handbook.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Student recognition activities, graduation, UIL, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media. This information will not be released to the public without the consent of the parent or eligible student.

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

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

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district’s policy regarding student records is available from the principal’s office.

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 Principal Office at (903) 562-1355.

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]

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

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

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

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

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

Attendance for Credit

To receive credit in a class, 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 criminal or juvenile court proceedings, 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 the plan approved by the principal then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. (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 full semester or for a full year.

Attendance for Exemptions

Exemptions for grades 9-12:

- A student may be exempt from taking semester exams if he/she has a 90 average in the class and has three or fewer absences in the class.
- A student may be exempt from taking semester exams if he/she has an 85 average in the class and has two or fewer absences in that class.
- A student may be exempt from taking semester exams if he/she has an 80 average in the class and has one or no absences in that class.
- Students in grades 11th and 12th may be exempt from all tests, while students in grades 9th and 10th may only be exempt from three tests.

Any student who has been assigned to In School Suspension, has been suspended, or has been assigned to an Alternative Education Program will not be eligible for exemptions.

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).]

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 campus Principal's office.

ACADEMIC PROGRAMS

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

AWARDS AND HONORS

NATIONAL HONOR SOCIETY:

Avinger High School, in an effort to promote and create enthusiasm for scholarship and character, has a local chapter of the National Honor Society. Membership is open to all students in grades 10, 11, and 12 who have maintained a cumulative average of 90 or

above in all courses excluding P.E. and who meet the other requirements of Leadership, Character, and Service. For more information see the NHS sponsor.

AWARD FOR SCHOLASTIC ACHIEVEMENT:

This award is presented by the University Interscholastic League to the top 10 percent of the graduating seniors who have participated in at least one U.I.L. activity during their high school years.

PERFECT ATTENDANCE AWARD:

Students in grades K-12 who attend every school day in a calendar year are presented with a perfect attendance award. If the budget allows, a special award will be given to each student at the end of the year. Attendance will be based on 2nd period roll call.

HONOR ROLL:

Grades 1-6

To be placed on the all A honor roll, students must maintain 90 or above in all subjects, excluding P.E. and Art and maintain an E or S in conduct.

To be placed on the A/B honor roll, students must maintain at least one 90 or above and 80 or above in all other subjects, excluding P.E. and Art and maintain an E or S in conduct.

Grades 7 – 12

To be placed on the all A honor roll, students must maintain 90 or above in all subjects, including P.E.

To be placed on the A/B honor roll, students must maintain at least one 90 or above and 80 or above in all other subjects, including P.E.

Honor Graduates

Senior and 8th grade students with a cumulative grade point average of 90 or better will receive honor graduate recognition at graduation.

REQUIREMENTS FOR LETTER JACKETS:

Letter jackets may be earned for participation in extracurricular activities. Only one jacket may be awarded to a student. This includes the jacket awarded for academics.

Ways to Earn Letter Jackets:

- Participate in one-half of the varsity basketball, baseball, or softball games for two years.
- Win all-district or higher honors in basketball, baseball, or softball
- Complete at the Regional Meet in track, cross-country (qualify as an individual), or tennis.
- Score points at the district meet for two years in track, cross-country, or tennis.

- If one does not qualify under the above guidelines, he/she can obtain a jacket for three years of participation in the same sport. (The individual must complete the whole year to get credit for a year of participation).
- A jacket may be earned for cheerleading for two complete years. All guidelines set forth in the rules for cheerleaders must be followed to earn credit for the year.
- A letter jacket may be earned in academics by having an average of 90 or above for two consecutive years or by competing at the U.I.L. Regional Academic Meet.
- A jacket could be awarded for special circumstances if deemed appropriate by the coach, principal, and superintendent.
- If a participant in the One-Act Play receives an award such as All-Star Cast, Best Actor, Best Actress, she/he are eligible for a letter jacket. All awards must be at the district level. Complimentary awards given by the host school will not deem an individual a letter jacket. For example, Best Crew Awards, lighting, sound effects, etc. Honorable Mention does not qualify an individual for a letter jacket.

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 Agricultural Science, Business Education, and Career Orientation. Admission to these programs is based on interest, aptitude, age appropriateness, class space available.

Avinger I.S.D 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.

CHEATING

Cheating is considered to be the act of receiving assistance from another student or individual without the express permission of the teacher. Cheating is also considered the giving of assistance to another without the express permission of the teacher.

Examples of cheating include, but not limited to:

- Copying any or all of a homework assignment
- Talking to another student during class work
- Talking to another student during test

- Looking at another student's work, no matter how briefly, during class work and exams
- The presence and/or use of any type of notes during class work and exams without the express permission of the teacher.

Consequences of cheating: Students will not receive credit for coursework and/or exam. The teacher will issue a grade of zero. Parents may be notified by phone or letter.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

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 Graduation 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 counselor or Principal for further information about the application process and deadlines.

[For further information, see policies at EIC.]

VALEDICTORIAN AND SALUTATORIAN

To be eligible for graduation honors, a senior must meet the following requirements:

1. Be enrolled in Avinger High School for a minimum of five complete semesters of his/her sophomore, junior, and senior year.
2. Be on the Recommended or Distinguished Achievement Graduation program.
3. Have completed all required credits;
4. In case of a tie on the cumulative GPA, rank will be determined by the highest ACT/SAT score.

Selection will be made after posting of the 5th six weeks grades during the senior year.

Eighth grade students must be enrolled a minimum of three complete semesters for grades seven and eight. Valedictorian and Salutatorian will be selected at the end of the 5th six weeks grading period.

Athletics, P.E., advanced placement exams, dual credit, local credit courses, distance learning classes, correspondence courses, VAC classes, courses from the PASS program at NTCC, and home based learning classes will not be counted in the grade point average for ranking or graduation honors.

To receive elementary highest grade point average award the student must be enrolled and attend Avinger I.S. D. for five of the six weeks grading periods.

NCAA Scholarships

Any student wishing to receive an athletic scholarship to an NCAA college must meet certain eligibility requirements. For further details, contact the counselor or coach.

CLASS SCHEDULES

All changes in schedules must go through the counselor's office. The principal must approve all changes.

COLLEGE CREDIT COURSES

Following the sophomore year of high school, students may be eligible to earn college credits from Northeast Texas Community College. Any student or parent interested in detailed information should contact the Avinger High School counselor.

DUAL CREDIT COURSES/COLLEGE CREDIT COURSES

Students who have completed their sophomore year may apply to a college that allows concurrent enrollment and enroll in classes for dual credit or concurrent. "Dual credit" means students who pass a specific college course will be given both college credit and high school credit. The college course must cover all areas of the high school course, but at a higher level. For this reason, some college courses will only count as one semester of a high school class. The following classes at Northeast Texas Community College are accepted for dual credit for the indicated high school courses.

<u>NTCC Course ID</u>	<u>NTCC Course Title</u>	<u>HS Course Equiv</u>
ENGL 1301	English Composition I	½ cr English IV
ENGL 1302	English Composition II	½ cr English IV
SPCH 1311	Fundamentals of Speech	½ cr Communication Application
BCIS 1305	Business Computer Application	1cr Technology Applications
GOVT 2305	American National Government	½ cr Government
ECON 2301	Macroeconomics	½ cr Economics
HIST 1301	History of US to 1877	½ cr US History
HIST 1302	History of US since 1877	½ cr US History
PSYC 1301	Introduction to Psychology	½ cr elective
SOCI 1301	Introduction to Sociology	1/2 cr elective
MATH 2312	Precalculus	1 cr Precalculus
MATH 1314	College Algebra	1cr Independent Study Mathematics
Other courses may be approved for Advanced Measures or College Credit but must be approved in advance by the high school counselor.		

The student must apply for admission to NTCC and meet all admission requirements and must have a letter of recommendation from the school counselor. To be eligible to enroll in any other college class and be awarded credit toward state graduation requirements, a student shall have the approval of the high school principal or other school official designated by 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 office.

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.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

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 district vehicles.

Avoiding Interruptions:

To assist us in avoiding interruptions to classroom instruction and activities, we ask that you follow the following procedures:

- Leave forgotten lunches, money, or supplies in the principal’s office. We will see that the student receives these things.
- We deliver only emergency telephone messages. After school plans should be made ahead of time. **If parents change a student’s after-school arrangements, they should send a signed written notice to the principal’s office. No telephone messages will be delivered. Without a written notice, the student will follow his/her usual routine.**
- To avoid congestion in the hall and disruption to classes, parents waiting to pick up students should go no farther down the hall than the principal’s office.
- Flowers, birthdays balloons, etc. that are delivered to students at school will not be given to the student until the end of the school day.

Profanity Policy

- Profanity: The written or verbal use of profane, vulgar, inappropriate language, or obscene gestures.
- Grades 7-12
- 1st Offense - 5 days ISS
- 2nd Offense - 10 days ISS
- Grades Pre-K- 6
- 1st Offense – 3 days ISS
- 2nd Offense – 6 days ISS
- Profanity directed toward staff members will be considered flagrant misconduct, and will result in an automatic 3-day suspension from school.

Fighting Policy

Physical Assault (Fighting)

Students are prohibited from physically assaulting anyone on school property or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Verbal Assault

Students are prohibited from verbally assaulting anyone on school property or at any school-related event. Students are also prohibited from verbally assaulting any school personnel anywhere. A verbal assault is defined as:

1. Intentionally or knowingly threatening another with imminent bodily injury.

Consequences of Assault

Physical – High School

- 1st Offense – 1 day suspension and 3 days of In-School Suspension (ISS)
- 2nd Offense – 1 day suspension and 5 days ISS and automatic referral to local law authority
- 3rd Offense – Automatic expulsion for the rest of the semester. If the expulsion takes place within the last 3 weeks of a semester then the expulsion will carry over to the next semester.

Verbal – Assault – High School

- 1st Offense – 3 days of ISS

- 2nd Offense – 1 day suspension and 5 days ISS and automatic referral to local law authority.

If a student has been punished previously for verbal assault and then acts upon that verbal assault physically, he/she will immediately be placed at the 3rd offense level for physical assault.

Physical – Elementary

- 1st Offense – Parental choice: 3 swats or 3 days of ISS
- 2nd Offense – 5 days ISS
- 3rd Offense – 2 days suspension and 3 days of ISS

Verbal – Assault – Elementary

- 1st Offense – 1 day of ISS
- 2nd Offense – 3 days of ISS
- 3rd Offense – Parental choice: 3 swats or 5 days of ISS

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

At any time if the seriousness of the offense warrants, then the school may involve local law enforcement agencies.

Gum Policy

Gum will not be allowed on campus at any time.

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

Students **are not permitted** to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games 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.

Students shall not:

- **Display, turn on,** or **use** a cellular telephone or other telecommunications device on school property during the school day.

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school **may charge the owner** for the release of certain telecommunications devices [See policy FNCE.]

Social Events/School Dances/Prom

School rules apply to all school social events. The Principal and Sponsor will determine rules for the event. 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.

High School dances will be limited to students in grades 9-12. Students who are not Avinger High School students will not be permitted to enter the dance, unless they have prior approval. Names must be submitted to the principal's office 3 days before the dance.

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 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.

Students are expected to pay for these courses. Course grades are not calculated in the student's GPA. Courses must be taken through the Distance Learning Program of Texas Tech University or The University of Texas at Austin and must include the state-required essential knowledge & skills for such a course. Prior to enrollment in correspondence courses, students shall make written request to the principal for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit.

[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 7th through 11th 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 technical school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

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

Psychological Exams, Tests, or Treatment

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

[For more information, refer to 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 2007–2008 school year include:

Dates Scheduled:

December 9-11, 2008

June 9-11, 2009

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.

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

Sexual Harassment

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

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

Retaliation

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

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISTANCE LEARNING

Depending upon availability, Distance Learning courses may be available for students.

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 yearbook, the Indian, is available to students.

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

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any 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 front entrance hallway as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any

nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Shorts may be worn by students in grades K-12th; however, for students in grades 4-12th, the hem of the shorts, pants, dresses, and skirts (and the slits of the dresses and skirts) must be below the knee.

Tattoos and Piercing	<ul style="list-style-type: none"> • No visible body piercing except in the ears • No visible tattoos or body writing on the body (tattoos/writing must be covered with clothing or bandages)
Hair	<ul style="list-style-type: none"> • Any hairstyle that is not neat, clean, and well-groomed • Any hairstyle that is distracting. • Facial hair shall be neatly trimmed and groomed. • No hair combs or hair picks
Headgear	<ul style="list-style-type: none"> • Non prescription sunglasses/glasses • No headgear of any kind (caps, scarves, bandannas, etc.)
Shoes	<ul style="list-style-type: none"> • Lack of shoes • No house slippers • No shoe skates
Shirts	<ul style="list-style-type: none"> • No spaghetti straps • No tank/tube tops • No halters, and midriff tops • No V-neck

	<ul style="list-style-type: none"> • No cap sleeves • No sleeveless
Dresses/Skirts	<ul style="list-style-type: none"> • No dresses/skirts with hems or slits above the knee
All Clothing Items	<ul style="list-style-type: none"> • No clothing with slits, tears, or holes • No tight or revealing clothing • No see-through clothing • No “sagging”. Pants shall be worn comfortably at the waist. • No Visible undergarments • No clothing that has pictures emblems, or writing on clothing that is lewd, offensive, vulgar, obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF. This includes shirts that are imprinted with words or phrases that carry a double meaning and might be considered as suggestive or vulgar. • No clothing that inappropriately exposes the body • No pajamas, lounging attire, etc. • Any other clothing deemed inappropriate by the Principal
Jewelry	<ul style="list-style-type: none"> • No choker chains, spiked collars and bracket and wallet chains etc.

INAPPROPRIATE ITEMS WILL BE CONFISCATED

Items will be returned at the end of the school year

If a student violates the dress and grooming code he/she may:

- Correct the problem himself/herself at school
- Accept the remedy offered by the school
- Call a parent to help fix the violation

If a student refuses to correct the violation he/she will be placed into In School Suspension for the remainder of the day or until the violation is fixed. Persistent violations of the code will result in further disciplinary action being taken. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The administration assumes the responsibility to rule on specific items of clothing and general appearance for reasons of safety and health, or the order, well-being, and general welfare of students.

THIS DRESS CODE IS ALWAYS SUBJECT TO CHANGE AT ANY TIME!

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

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

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

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

Activities

The principal must approve all activities of the school. The activities must be meaningful. They must be regulated and be of a dignified nature. A member of the school staff and other adult chaperons must properly and sufficiently supervise all school-sponsored activities. Activities planned without prior approval of the principal or superintendent will be canceled. All activities must be placed on the “Activities” calendar in the principal’s office after proper approval.

Cheerleaders:

Avenger Indian cheerleaders represent our team spirit at each basketball game. Students are selected to be cheerleaders by tryout competition or by a rating scale if the number of applicants equals the number of available positions. Rules for cheerleader tryouts and

conduct may be obtained from the cheerleader sponsor and are strictly enforced. Parental consent is required before students may participate.

U. I. L. Academic Events:

Avinger ISD participates in UIL Academic events each spring. We take pride in our scholastic accomplishments and urge every student to try for at least one event. Event information may be obtained from sponsors.

VOCATIONAL CLUBS:

The vocational agriculture department sponsors the FFA. Future Farmers of America is a nationally sponsored organization created to promote leadership training for future leaders of our community, state, and nation. For more information, contact the vocational agriculture teacher.

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

Offices and Elections

Being elected to a class office is a responsibility as well as an honor.

Grades K - 3 will elect only class favorites.

Grades 4 -12 will elect class favorites and class officers (President, Vice-President, Secretary, Treasurer, and Reporter].

Students in grades 9-12 will vote on Most Likely to Succeed and Mr. and Miss A.H.S. Candidates for these positions must be seniors.

Students in grades 9-12 will vote on Most School Spirit, Best All Around, Wittiest, Most Academic, Best Looking, Friendliest, and Most Athletic.

A student may be elected to two of these positions. The positions will be randomly placed on the ballot. After a student has won two honor positions, the student will not be considered for any more honor positions. (Exception: senior only honors are not included in these two).

All students in grades 9-12 will have the opportunity to vote for the person they wish to receive the office or honor. The three individuals with the most votes will be placed on a ballot. The individual with the most votes wins. Votes will be counted in the presence of and under the supervision of the campus administrator.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.

- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Avinger ISD will provide one student identification card for each high school student. Any additional cards must be purchased for \$10.00 each.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A 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.
- Fees for lost, damaged or overdue library books

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal office at least two 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. Students who entered the 9th grade in 2004-2005, 2005-2006, and 2006-2007 school years will have the following requirements.

Credits Earned	Classification
5	Sophomore (10 th)
10	Junior Grade (11 th)
15	Senior Grade (12 th)

Beginning with entering freshman in 2007-2008 the following requirements will apply:

Credits Earned	Classification
0-5	Freshman (9 th)
6-11	Sophomore (10 th)
12-17	Junior (11 th)
18 +	Senior (12 th)

GRADING GUIDELINES

In grades 1st–12th, progress reports are mailed to parents.

Grade System:

In grades 7th-12th the semester test will count $\frac{1}{4}$ of the student's semester average. The three six weeks grades will count the other $\frac{3}{4}$.

In grades 4th-6th the semester test will count $\frac{1}{8}$ of the student's semester average. The three six weeks grades will count the other $\frac{7}{8}$.

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.

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 2004–2005, 2005-2006 & 2006-2007 school years must meet the following credit requirements for graduation:

- Minimum Program 22 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 24 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits plus additional measures

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests. An eighth grade student who has not met requirements for promotion but has not passed the tests required for the Student Success Initiative (reading & math) will also receive a certificate of coursework completion.

Partial Credit:

In mathematics, science, history, and English full-year courses, a student who passes one semester but fails the other and whose average of the two semesters is below 70, shall be required to retake the entire full-year course.

In other full-year courses, credit for an individual semester shall be earned by a student who earns a passing grade for one semester, but whose combined grade for the two semesters is lower than 70. In this circumstance the student shall be required to retake only the semester in which failing grade was earned.

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:

- Senior Dinner (if funds are available).
- Graduation Practice

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only Avinger High & Junior High Valedictorian and Salutatorian 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, students who have attained special positions of honor based on neutral criteria may also have speaking roles at the graduation ceremony.

[See FNA(LOCAL).]

Graduation Expenses

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

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) 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).]

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

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

Students in middle or junior high school shall engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR 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 meetings. Additional information regarding the district's School Health Advisory Council is available from the Principal. [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 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 principal. See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [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, and is available in the Superintendent's office. If you have any questions, please contact Superintendent Doug Carter.

Pest Management Plan

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

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Nancy Walker at (903) 562-1355.

HOMEWORK

Homework is a necessary part of the education process and some form of homework: projects, reading, reports, problem solving, writing, research, etc., should be assigned as a tool for development of self-discipline. There will be no late work accepted in grades 7-12, and a grade of zero will be assigned if the work is not turned in on its due date. In elementary school 10 points will be deducted for each day a paper is late and recess will be denied until the paper is complete. Exceptions would be made on individual basis due to extenuating circumstances

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, 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, 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 has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA (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.

MAKEUP POLICY

If a student is absent, his/her grades will be counted as incomplete until they are made-up/turned in. The student cannot receive a zero on these assignments until the make-up deadline has passed.

- Grades 7-12: Make-up work is due 7 days from the date the student returns
- K-6: Make-up work is due 3 days from the date the student returns.

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer

school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

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

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

When a student is suspended for disciplinary reasons, he/she will be allowed to make-up assignments. However, it will be graded with a 30-point deduction. For example, 100 equals a 70.

In-School Suspension Rules

- Students must arrive at ISS no later than 8:00 a.m.
- Students assigned to the ISS must remain in the building.
- While assigned to the ISS students must abide by all rules of student conduct as stated in the Student Handbook.
- Students will be expected to behave according to the rules posted in the ISS and as instructed, by the director.
- Students assigned to the ISS will be responsible for completing all academic assignments on time.
- Failure to complete assignments will result in an additional day or days.
- No student will be released early to compete in any extra-curricular activity.
- No student will be released early, unless they provide the instructor a signed slip from the Principal.
- A sack lunch will be provided during ISS placement. No student will be allowed to purchase drinks from the vending machines.
- Students will not be allowed to leave the ISS building for any reason

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 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 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 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

Students interested in attending the PASS Program at NTCC must have a written recommendation from the counselor. A student will only be referred to take a class

he/she has failed or for electives unless he/she has met Exit Level test requirements for graduation in the class taken through PASS.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

A student desiring to participate in the UIL athletic program shall submit annually a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. (Student/Parents are responsible for payment of physical examinations.)

Vision and Hearing Screening: When a student enrolls in the District, the student shall be screened for possible vision and hearing problems. Students may meet the requirement by providing evidence of screening conducted one year prior to enrollment.

Students in kindergarten and grades 1st, 3rd, 5th, 7th and 9th shall be screened for vision and hearing problems annually at any time during the reporting year prior to May 31st.

Spinal Screening: Students in grades 6th and 9th shall be screened for abnormal spinal curvature before the end of the school year. New students entering the sixth and ninth grades not previously screened will be screened prior enrollment.

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the principal office an affidavit stating the objections to screening. The affidavit must be submitted on or before the day of admission for vision and hearing screening and on or before the day of the screening procedure of spinal.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

Avinger I.S.D local policy states that in grades 1st-8th promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

In 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.
- Beginning with the 2007–2008 school year, 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 assessments 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 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 principal's office. The principal's office will decide whether or not the student should be sent home and will notify the student's parents.

Work Program for Students

Students with senior classification may under extenuating circumstances request to be released ½ day for outside employment if the following conditions are evident and all requirements are fulfilled:

- Students must be at least 17 years of age.
- Students must have a senior classification. (This does not apply to VAC students).
- Student is presently enrolled in all classes needed to fulfill graduation requirements.
- Parent or guardian has requested in writing for the student to be released or employment purposes.
- Parent or guardian has signed a form releasing Avinger ISD of responsibility or liability once the student has left campus.
- Every six weeks the students must have written documentation from prospective employer guaranteeing employment status and verification of employment hours.
- Student and parent/guardian agree that if for any reason the employment of student is terminated, then the student must enroll in a full schedule of classes at Avinger ISD.
- The Board of Trustees will grant final approval for all students participating in this program.
- Students must apply for participation five days prior to the August Board meeting (2nd Thursday) and five days prior to the December Board meeting. (material should be turned into the superintendent).

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course that 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 may be requested to schedule a conference with the teacher of that class or subject.

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.

Tutorials

Tutorials will be provided for any student's performing less than satisfactorily in an academic subject. Tutorials will be from 7:35 a.m.-7:55 a.m. and 3:15 p.m.-3:45 p.m.

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

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 Principal's secretary to update any information that the secretary or the teacher needs to know.

Emergency School-Closing Information

In the event of an emergency school closing, such as bad weather, the information is broadcast on one or more of the following stations:

Radio station: KYKX 105.7

Television stations: KTBS channel 3, KTAL channel 6, and KSLA channel 12.

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.

No student should arrive at school before 7:20 a.m.

- Students in K-6th grade will report to the cafeteria upon arriving at school and will remain there until dismissed to classes.
- The cafeteria and gym are open to Jr. & High School to students before school, beginning at 7:30 a.m.
- Grades 7th-12th may leave the cafeteria at 12:05 p.m. and must report to McDaniel Building or Gym until the 5th period bell rings for class.

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The district participates in the 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 Principal's or Superintendent's office to apply.

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

Student reduced price for breakfast is \$0.30 and lunch \$0.40. Regular student meal prices are \$1.00 for breakfast and \$2.00 for lunch. Adult Brk.\$1.50 and lunch \$2.75.

Charging meals will not be allowed.

Serving hours for breakfast: 7:30 a.m.-7:50 a.m. Elementary lunch begins at 10:40 a.m – 12 noon. High School lunch begins at 12:10 p.m. – 12:40 p.m.

ALL JR. & HIGH SCHOOL STUDENTS MUST REPORT TO THE CAFETERIA AT 12:10 p.m. TILL 12:25 P.M. NO EXCEPTION

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 with a teacher permit:

Library rules include:

- Students must check out all materials taken from the library.
- Books may be checked out for a maximum of one week with renewal privileges, when feasible.
- Reference books shall not be taken from the library without special permission of the librarian.
- Periodicals cannot be checked out of the library except by special permission of the librarian, and then only for an overnight period.
- Overdue fines of \$0.05 per day per book will be assessed.
- Students are required to pay for lost books.

Overdue or lost book fees must be cleared by the end of the grading period.

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 on Campus

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

Trained Dogs

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

SPECIAL PROGRAMS

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

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 district provides students the opportunity to speak at school events. Students are eligible to speak but are required to follow FNA(LOCAL) the district's ELIGIBILITY criteria.

A student who is eligible and wishes to introduce a 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)]

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

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

[See policy EKB (LEGAL).]

TARDINESS

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

In grades 7-12, a student who arrives in a class after the bell rings to begin the period is considered tardy. Instances will be documented and after six total tardies in a semester the student will be assigned 3 day in ISS. Each subsequent tardy for the remainder of the semester will result in one additional day of ISS. Upon the 10th tardy, the student will be assigned to 5 days of ISS.

For grades K – 6th, a student who arrives in a class after the bell rings to begin the period is considered tardy. Instances will be documented and after 6 total tardies in a semester, the student will be assigned to 1 day of ISS.

For grades K – 12th, a student who arrives at school after 8:00 a.m. for more than 3 times, may be referred to the Juvenile Probations department for truancy.

TELEPHONE

Students are not permitted to use the office phones. Students will be called to the phone only in case of an emergency.

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

Transfers will be accepted only under the terms and conditions as set forth by federal and state guidelines with respect to changing the racial balance beyond acceptable limits. (TEA letter July 1998).

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 Superintendent's Office at (903) 562-1271.

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

When students ride in a district van or passenger car, seat belts must be fastened at all times.

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

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 campus. Students will not be told when the equipment is being used.

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

VISITORS TO THE SCHOOL

General Visitors

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

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

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

Visitors Participating in Special Programs for Students

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 principal's secretary for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

Personal Graduation Plan (PGP) is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district

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

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

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

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and 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 short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

APPENDIX
Acknowledgment Form—Amendment

My child and I have received a copy of the *Avinger ISD Student Handbook*.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____