

Sheldon ISD
Secondary
Student Handbook
2007-2008



Excellence in Every Endeavor

**SHELDON INDEPENDENT SCHOOL DISTRICT
PARENT/STUDENT HANDBOOK
COMPLIANCE STATEMENT**

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION
5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices: (1) acceptance policy on student transfers from other school districts, (2) operation of school bus routes or runs on a non-segregated basis, (3) nondiscrimination in extracurricular activities and the use of school facilities, (4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children, (5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin, (6) nondiscriminatory practices relating to the use of a student's first language; and (7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring. Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office of Civil Rights, U.S. Department of Education. If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of Sheldon Independent School District to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Sheldon Independent School District makes positive efforts to employ and advance in employment all protected groups.

Dear Parent and Student:

The attached handbook describes procedures and educational opportunities, which we believe, will help your child get the most out of his/her education and which will insure that the Sheldon Schools remain a good place to learn.

At the heart of this information are policies passed by our Board of Trustees to guarantee a stable learning environment and the regulations necessary to execute those policies. We strongly encourage you to read and discuss the content of this handbook with your student.

To assure that you have received this handbook, your child will be required to return to school the signature page with signatures acknowledging that you have read and received this handbook.

Sincerely yours,

Bryan Applegate

Principal Sheldon 6th Campus

Donna Ullrich

Principal, C. E. King Middle

Cynthia Worley

Principal, C. E. King High

PREFACE

To Students and Parents or Guardians:

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

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

Section I—IMPORTANT INFORMATION FOR PARENT/GUARDIAN—with information that all parent/guardian will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parent/guardian about graduation programs, required courses, class rank, extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

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

Both students and parent/guardian must be familiar with the Sheldon Independent School District (Sheldon I.S.D.) Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Code of Conduct is attached to this booklet and is posted on the District website.

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

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

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the Principal. Also, **please complete and return the parental acknowledgement and all forms attached to this handbook.**

Please note that references to alphabetical policy codes are included so that parent/guardian can refer to current District policy. A copy of the District’s policy manual is available in the school office and online at www.sheldonisd.com.

SECTION I IMPORTANT INFORMATION FOR PARENT/GUARDIAN

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

QUICK REFERENCE:

Directory	page 4
Parental involvement	page 5
Grading guidelines	page 7
State-mandated tests	page 9

2007-2008	
Other standardized testing: college requirements	page 10
Student records	page 16

Student or parent complaints and concerns	page 11
Release of students from school	page 11

SCHOOL DIRECTORIES (All telephone area codes are 281.)

Sheldon Sixth Grade Campus 456-6800

17910 Beaumont Highway, Houston, Texas 77049

Principal	Bryan Applegate	456-6801
Assistant Principal	Ruby S. Martinez	456-6811
Nurse	Lynda Parker	456-6809

C.E. King Middle School 727-4300

8530 C. E. King Parkway, Houston, Texas 77044

Principal	Donna Ullrich	727-4324
Assistant Prin.	Becky Zalesnik (7 th Grade)	727-4333
	Shawne Smith (8 th Grade)	727-4330
Attendance	D. Mouser	727-4334
Nurse	Dawn Scott	727-4331

C. E. King High School 727-3500

8540 C. E. King Parkway, Houston, Texas 77044

Principal	Cynthia Worley	727-3509
Assistant Prin.	D. Turner B. Godsey	727-3519
	S. Elliott G. Oliver	727-3000
Attendance	Hilda Sanchez	727-3502
Athletics	Vince Sebo, Director	727-3576

District Administration 727-2000

11411 C. E. King Parkway, Houston, Texas 77044

Superintendent	Dr. Vickey Giles	727-2006
Asst. Supt/Administrative Services	Mr. L. Pfeifer	727-2011
Asst. Supt/Instructional Services	Dr. Joan Bowman	727-2046

PARENT/GUARDIAN INVOLVEMENT

Working Together

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

- Ensuring your child completes all homework assignments and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with your child's school activities, and academic and special programs.
- Attending scheduled conferences with teachers, counselors, and administrators. Call the school office to schedule conferences.
- Becoming a school volunteer and participating in parent/school organizations. Contact the campus for more information.
- Offering to serve on District or campus planning committees. Offer to serve on the School Health Advisory Council (SHAC). Contact Frances Baccigalopi 727-2015
- Attending board meetings to learn more about district operations. Regular board meetings are scheduled for the third Tuesday of the month.

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parent/guardian 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/guardian.
- 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 parent/guardian.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

As a parent/guardian, you also have a right to receive notice of and deny permission for your child's out of 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 non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the

2007-2008

immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

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

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

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers and paraprofessionals who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.

To review your child's student records when needed.

(See **Student Records** section.)

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parent/guardian permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent/guardian, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent/guardian related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

2007-2008

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. Contact the superintendent or his designee for more information.
- As a parent, if your children are multiple birth siblings (e.g. twins, triplets, etc) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

GRADING GUIDELINES

Grading Scale	A:	90-100
	B:	80-89
	C:	75-79
	D:	70-74
	F:	Below 70

On the Sheldon Sixth Grade campus, daily work will count for 40% and test grades will count for 60% of the nine-weeks average.

On the middle school campus, daily work will count for 40% and test grades will count for 60% of the nine-week average. Semester exams will count as one-seventh of the semester average.

On the high school campus, daily grades will count for 30% and test grades will count for 70% of the nine weeks grade. Semester exams will count as one-seventh of the semester average.

2007-2008

The following chart indicates the grade weight for high school courses.

Grade Level	Number Grade GRADES	Dual Credit Pre-AP/AP Foreign Lang III/IV	ELA, Math, Science, W Geo, W Hist, Econ, Gov, US Hist, Foreign Lang I/II, BCIS II, Acct II, CISCO II, Drafting CORE	NON-CORE
A	100	6.0	5.0	4.0
	99	5.9	4.9	3.9
	98	5.8	4.8	3.9
	97	5.7	4.7	3.7
	96	5.6	4.6	3.6
	95	5.5	4.5	3.5
	94	5.4	4.4	3.4
	93	5.3	4.3	3.3
	92	5.2	4.2	3.2
	91	5.1	4.1	3.1
B	90	5.0	4.0	3.0
	89	4.9	3.9	2.9
	88	4.8	3.8	2.8
	87	4.7	3.7	2.7
	86	4.6	3.6	2.6
	85	4.5	3.5	2.5
	84	4.4	3.4	2.4
	83	4.3	3.3	2.3
	82	4.2	3.2	2.2
	81	4.1	3.1	2.1
C	80	4.0	3.0	2.0
	79	3.9	2.9	1.9
	78	3.8	2.8	1.8
	77	3.7	2.7	1.7
	76	3.6	2.6	1.6
D	75	3.5	2.5	1.5
	74	3.4	2.4	1.4
	73	3.3	2.3	1.3
	72	3.2	2.2	1.2
	71	3.1	2.1	1.1
	70	3.0	2.0	1.0

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

(See Grading, Promotion and Retention)

2007-2008

Semester Exam Exemption Policy (C. E. King High School)

Freshmen, Sophomores and Juniors are not exempt from semester exams. Seniors may be exempt from two semester exams at the end of the fall semester and one or all exams at the end of the spring semester if the student meets the criteria outlined below.

Exemption Requirement-Fall Semester

- Seniors are allowed exemptions in two “elective” classes of their choice at the end of the fall semester,
- Semester average 83% or higher
- No more than “3” absences for the semester
- No more than “4” tardies per course.
- Has not been assigned to ISS/DAP programs
- Has taken and passed all four TAKS tests.

Exemption Requirement-Spring Semester

- Seniors are allowed exemptions in one or all exams at the end of the spring semester.
- Semester average 83% or higher
- No more than “3” absences for the semester.
- No more than “4” tardies per course.
- Has not been assigned to ISS/DAP programs
- Has taken and passed all four TAKS tests.

STATE-MANDATED ASSESSMENT TESTS

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

Mathematics, annually in grades 6–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes Algebra

- Reading, annually in grades 6–9
- Writing, including spelling and grammar, in grade 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 8, 10, and 11
- Any other subject and grade required by federal law

(See policy EKB and District Calendar)

OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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]. All sophomore students will take the PSAT exam; the District will pay the testing fees. All juniors are strongly encouraged to take the PSAT in preparation for the SAT exams.

2007-2008

RANDOM DRUG TESTING

The District will implement a program of random drug testing of students in grades 7-12 as a condition of their participation in extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus. This provision became effective August 10, 2005.

PURPOSE

The purpose of the drug testing program is to help enforce a drug-free educational environment for the students of the District. The drug-testing program shall not be designed as a punitive measure with the intent of identifying and punishing those who may use illegal drugs, performance-enhancing drugs, and/or alcohol. Rather, the following objectives shall serve as the foundation for the program:

1. To ensure the health and safety of all students who represent the District in any school extracurricular activities and students who desire parking permit privileges;
2. To serve as a deterrent to the use of illegal drugs, performance enhancing drugs, and/or alcohol among the student body;
3. To offer students a credible means to resist peer pressure as it relates to the use of illegal drugs, performance-enhancing drugs, and/or alcohol;
4. To provide a ready resource for support and assistance to any student who may be using illegal drugs, performance-enhancing drugs, and/or alcohol.

APPLICABILITY

This policy shall apply to all District students in grades 7-12 as a condition of participation extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus.

VOLUNTARY PARTICIPATION

Any student who does not participate in any extracurricular activities or does not wish to park on campus may request in writing to participate in the drug testing program.

CONSENT

Before a student may be allowed to participate in any extracurricular activities and/or obtain/maintain a permit to park on campus, written parental consent to random drug testing shall be submitted. No student shall participate in a practice or competition or drive a vehicle on campus until the consent form is executed and on file with the designated District official. If the student is 18 years of age or older, he or she shall be required to sign the permission form. Consent forms are valid only for the school year in which they are signed.

DISSEMINATION OF INFORMATION

A copy of this policy shall be distributed to all students in grades 7-12 during the office registration period at the beginning of each school year. Students enrolling at a time other than the official registration period shall be given a copy of the policy at the time the students are registered. District employees shall conduct meetings during official registration for students and interested parents. District employees shall explain the drug testing program and review the policy and consent form. Student attendance is mandatory; parent attendance is not mandatory.

USE OF RESULTS

2007-2008

Drug test results shall be used only to determine eligibility for participation in extracurricular activities or parking on campus. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties. Drug test results shall not be documented in the student's academic records. Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

TESTING FREQUENCY

Random tests shall be conducted at a range of frequency from as few as one time to as many as three times per month as determined by the District. No less than 5% and no more than 80% of students participating in the program shall be randomly selected for each random test date.

RANDOM SELECTION

The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

TESTING PROCEDURES AND PROTOCOL

The District shall contract for drug-screening services through an independent laboratory that has met all standards for certification as established by the Substance Abuse and Mental Health Services Administration. (SAMSA), and all testing shall be conducted by qualified laboratory personnel in accordance with accepted practices and procedures established by the contracted laboratory. Testing shall be accomplished by urinalysis using accepted immunological screening procedures; chain of custody documentation shall be maintained throughout the collection and testing processes.

Any specimens that test positive shall be confirmed by Gas Chromatography/Mass Spectrometry (GC/MS) testing methodology. All initial screening shall be performed at District expense.

The vendor with whom the District contracts for drug testing shall provide the services of a medical review officer (MRO) who is certified by the Medical Review Officer Certification Council or by the American Association of Medical Review Officers as having proven by examination to have the appropriate medical training to properly interpret and evaluate the results of any drug testing authorized by the District. The MRO shall, as well, agree to abide by the procedures established by the District for the evaluation and timely reporting of any positive tests.

COLLECTION PROCEDURES

Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. Samples shall be produced by a student from behind a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected. The urine sample shall be collected in a sealed split specimen collection container provided by the testing laboratory. The student shall provide the collected sample to the testing laboratory representative and the District official shall confirm that the student's identification information on the sample is correct. The split specimen container shall be sealed and witnessed by the student. The testing laboratory representative shall take all specimens to the laboratory for analysis. A copy of the specimen collection and chain-of-custody procedures used by the District and the testing laboratory shall be made available to any parent or student upon request.

In the case of a confirmed positive test, the MRO or an authorized representative shall attempt to contact the parent or person otherwise in legal control of the student, within one school day of having received the results. Should the MRO be unsuccessful in initial attempts to contact the parent within the time specified, the District shall provide assistance in locating the parent or person otherwise in lawful control of the student. In such cases, the parties should only assume that the contact is for the purpose of

2007-2008

responding to routine questions associated with the follow-up of any test. The MRO shall confer with the parents to determine whether there is a medical explanation for the positive test result. If the parent provides the medical excuse with documentation within five days, the MRO shall report the test result as negative. If not, the positive result shall stand. Upon verification of a positive test, the MRO or representative shall report the result to the Superintendent or designee within one school day after confirmation with the parent of person otherwise responsible for the student.

Should a student and/or parent or person otherwise in lawful control of the student elect to appeal a positive test result, the second half of the specimen in question may be tested by a second laboratory selected from a list of nationally certified independent laboratories identified by the District. In such cases, the student/parent shall assume responsibility for payment of all fees related to the second test. A written request to appeal a positive test result must be submitted to the Superintendent or designee within 48 hours of receiving oral notice from the MRO or authorized representative of the results. No result shall be accepted from a laboratory not on the District approved list.

Once a request for retest has been made, the District's testing laboratory shall send the second container of the split specimen directly to the second laboratory for testing. The results of the test conducted by the second laboratory shall be used in lieu of the results generated by the District's testing laboratory for determining any consequences for the student.

CONFIDENTIALITY

The collection and coding of specimen samples shall be executed in a manner that ensures proper identification and total confidentiality.

Test results shall be made known to the Superintendent or designee, the student, and the parent or person otherwise in lawful control of the student. All other parties involved in case of a confirmed positive test shall be notified only with respect to the level of the offense.

Test results shall be released only upon written request of a parent or person otherwise in lawful control of the student or to a student who is of legal age. Test results shall be destroyed within 60 days of when the student graduates or is no longer of school age.

The vendor, laboratory, and MRO shall be prohibited from releasing any statistical information relating to the nature or rate of any positive tests that results from the testing program to any person, organization, news publication, or the media without the expressed written consent of the District. The vendor shall, however, provide the District with a report, at least once per semester, that includes the number of tests performed during the specified period, the rate of both positive and negative results, and a list of the substances identified from any positive specimens.

SCREENING

For purposes of this policy, the term drug shall be defined as any substance considered illegal by either federal or Texas law or that is controlled by the United States Food and Drug Administration including but not limited to the following:

- Amphetamines/methamphetamines (speed, uppers, diet pills)
- Barbiturates (downers, sleeping pills)
- Benzodiazepines (Valium, Librium)
- Cannabinoid (marijuana)
- Cocaine metabolite
- Ethanol (alcohol)
- Hallucinogens (LSD)
- Methadone

2007-2008

Opiates (heroin, morphine, codeine)
Phencyclidine (PCP, angel dust)
Propoxyphene (Darvon)
Steroids (performance-enhancing drugs) *Now required by UIL for student athletes.*

The District shall reserve the right to test for any and all illegal or controlled substances as determined at the discretion of the District.

SANCTIONS-FIRST OFFENSE

For a first positive test result during a random screening, the following consequences shall be imposed:

1. The student, parent, or person otherwise in lawful control of the student shall be given an opportunity to participate in a conference with the Principal or designee and any sponsors deemed appropriate to discuss the conditions for continued participation in extracurricular performances, competitions, and activities and/or parking privileges.
2. The student shall be required to attend and successfully complete a District approved drug counseling/education program at the expense of the student/parent. A letter from the director of the program shall be required as proof of completion.
3. The student shall be suspended from participation in any extracurricular activities and/or parking privileges for 15 school days or non-school days on which competitive extracurricular activities in which the student participates are scheduled. During the period of suspension, the student may participate in practices but not in any competitive activities or performances.
4. The student must be retested at the end of the period of suspension and have a negative test result; the student shall be retested on the next three random test dates.

SECOND OFFENSE

For a second positive test result during a random screening, the following consequences shall be imposed:

1. The student and parent or person otherwise in lawful control of the student shall be given an opportunity to participate in a conference with the principal or designee and any sponsors deemed appropriate to discuss the conditions for the continued participation in extracurricular performances, competitions, and activities and/or parking privileges.
2. The student shall be required to attend and successfully complete a District approved drug counseling/education program at the expense of the student/parent. A letter from the director of the program shall be required as proof of completion.
3. The student shall be suspended from participation in any extracurricular activities and/or parking privileges for 30 school days or non-school days on which competitive extracurricular activities in which he or she participates are scheduled. During the period of suspension, the student may participate in practices, but not in extracurricular activities or performances.
4. The student shall be retested before the end of the suspension period and have a negative test result; the student shall be retested on the next three random testing dates.

THIRD OFFENSE

For a third positive test result during a random screening, the following consequences shall be imposed:

2007-2008

1. The student and parent or person otherwise in lawful control of the student shall be given an opportunity to participate in a conference with the principal or designee and any sponsors deemed appropriate to discuss the conditions for continued participation in extracurricular performances, competition, activities and/or parking privileges.
2. The student shall be required to attend and successfully complete a District approved drug counseling/education program at the expense of the student/parent. A letter from the director of the program shall be required as proof of completion.
3. The student shall be suspended from all extracurricular activities and/or parking permit privileges for 180 school days. The student shall not be permitted to participate in any practices or meetings.
4. After the suspension is completed, the student shall be retested monthly on random testing dates for a period of one year from the end of suspension.

REINSTATEMENT

Compliance shall be confirmed by the Superintendent or designee prior to the reinstatement of the student in extracurricular programs or for the student to resume parking privileges.

FAILURE OR REFUSAL TO SUBMIT TO DRUG TESTING

Any student identified for random testing on a given date but who is absent, or because of illness or any other legitimate reason leaves school before the test is performed shall be included in the next random screen. Refusal on the part of any student to participate in a scheduled random drug test shall be considered as having tested positive.

SUSPENSION

If a student's suspension from participation in extracurricular activities and/or parking permit privileges is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

WITHDRAWAL FROM PROGRAM

If a student wishes to withdraw from the drug testing program, student and parent or person otherwise in lawful control of the student must complete the appropriate form and submit to the principal or designee. A student who withdraws from the drug testing program shall not be allowed to reenter the program for 18 school weeks. The principal or designee shall assure that the student is not participating in extracurricular activities and/or driving on campus for 18 weeks.

APPEALS

A written request to appeal a positive test result must be submitted to the Superintendent or designee within three days of receiving oral notice from the MRO or authorized representative of the results. A student or parent may appeal a decision made under this policy in accordance with FNG (LOCAL). While the appeal is pending, the student shall be ineligible for participation in extracurricular activities and or parking permit privileges.

MEDICINE AT SCHOOL (See HEALTH RELATED INFORMATION)

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:

2007-2008

- The parents—whether married, separated, or divorced—unless parent/guardian rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the 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 defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and Principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers 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 parent/guardian or student permission as appropriate.

The principal or superintendent is custodial of all records for currently enrolled students at the assigned school, and 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 requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. Addresses are listed in the Directory section of this handbook.

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. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG.

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 parent/guardian are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it. 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 thirty days of the child’s first day of this school year. (See the “Parent’s Response Regarding Release of Student Information” attached to this handbook.)

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.

2007-2008

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 or on the district Web site at www.sheldonisd.com

STUDENT OR PARENT COMPLAINTS AND CONCERNS

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

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

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. When it becomes necessary for a student to leave school before regular dismissal, the student must be checked out through the school office by a parent or guardian. Proof of identification will need to be established before we can release the student. A drivers' license or other photo ID **MUST** be provided.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. The student may be released to an adult listed on the emergency form.

Students will not be released from campus during the last 20 minutes of the school day. Any change in your child's method of transportation at dismissal will require written authorization from the parent or guardian. This policy will be enforced regardless of the student's age.

Late Arrival to School

A student who is not in the classroom at the bell is counted tardy. More than five (5) tardies in the school year will prevent a student from earning perfect attendance.

On secondary campuses, a student who is tardy to school must check in with the attendance office to sign in. Upon signing in, student will receive a pass to enter class and may be subject to disciplinary action according to the campus tardy policy. Repeated instances of tardiness will result in more severe disciplinary action.

Consequences for tardies include, but are not limited to: warnings, letter or phone call to parent, conference, detention, including lunch, before/after school, and Saturday detentions, in-school suspension, complaint filed with juvenile court authority, and loss of test exemptions (high school only). Each campus may determine appropriate hierarchy policy for tardies to school and to class.

2007-2008

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent/guardian. The school requests notice from the parent/guardian at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent/guardian from the office. A copy of the withdrawal form will be given to the parent/guardian and a copy placed in the student's permanent record.

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

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE

Academic programs	page 19
Class rank/top ten percent/highest ranking	page 19
State scholarships and grants	page 20
Class schedules/discipline plans	page 20
Computer resources	page 20
Counseling	page 20
Credit by exam	page 21
Distance learning/correspondence courses	page 21
Dual credit/college courses	page 21
Career and technology programs	page 21
Extracurricular activities, clubs, organizations	page 21
Grade classification	page 22

ACADEMIC PROGRAMS

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Class Rank / Top Ten Percent

KHS students are initially ranked at the end of their fifth semester; these ranks are available in spring of the junior year. The final rank is computed after the seventh semester is completed; these ranks are distributed prior to spring break. In order to be ranked as a senior at KHS, a student must be enrolled and complete the seventh semester at KHS.

2007-2008

The top ten (10%) percent of the graduation class, based on seven (7) semesters of work (of which all the seventh (7th) semester must be at KHS), will be designated as honor graduates. The student with the highest grade point average is designated as the valedictorian; the student with the second highest grade point average is the salutatorian. In order to be a candidate for the valedictorian or salutatorian, a student must have completed the last four (4) semesters as a student in KHS prior to graduation. Should there be a tie when the average is carried to the fourth decimal point, there will be co-valedictorians and no salutatorian.

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 admission into four-year public universities and colleges in Texas if the student:

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

Students and parent/guardian should contact the counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

STATE SCHOLARSHIPS AND GRANTS

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

CLASS SCHEDULES/Discipline Plans

Each campus will provide information to students and parents regarding the class/bell schedule and campus discipline plan. Contact the campus attendance office for additional information.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign the user agreement on the signature form in this handbook. The Acceptable Use Policy is found in the forms sections of this handbook regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

2007-2008

Students and their parent/guardian should be aware that e-mail using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

COUNSELING

Academic Counseling

Students and their parent/guardian are encouraged to talk with a school counselor, teacher, or Principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them to make the most of academic and career and technology opportunities.

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

Personal Counseling

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

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports [For more information, refer to policy FFE and FFG (EXHIBIT).]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has received prior instruction in 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. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may 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.

In all instances, the district will determine whether any opportunity for credit by exam will be offered. [For further information, see the counselor and policy 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 no prior instruction. The dates on which exams are scheduled during the 2007-2008 school year include:

Dates Scheduled

October 30, October 31, and November 1 (2007)

2007-2008

June 3, June 4, and June 5 (2008)

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. [For further information, see policy EEJB.]

DISTANCE LEARNING and CORRESPONDENCE COURSES

See your counselor for information on distance learning and correspondence courses.

DUAL CREDIT COURSES / COLLEGE COURSES

Dual credit courses are offered through San Jacinto College North. Contact the counseling department for more information.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs in the areas of agriculture, business, family and consumer science, marketing, health science, technology and trade and industry. Tech-prep courses are offered in partnership with San Jacinto College North and include Cosmetology, Pharmacy Technician, EMT, Criminal Justice, Diesel Mechanics, and Auto Body and Paint, and several other courses. Diversified Career Preparation offers students the opportunity for work-based learning, and several courses offer the opportunity for certification. Admission to these programs is based on interests, aptitude, age and class space. See your counselor for more information.

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

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 as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district 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

2007-2008

absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

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

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

In order to participate in extracurricular or school social events, a student must have attended school the day of the event.

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

GRADE CLASSIFICATION

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

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
17	Grade 12 (Senior)

GRADING, PROMOTION AND RETENTION

Grading

Teachers follow grading guidelines approved by the principal that have been 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 the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

Progress Reports

After the third and sixth week in a nine-week period, a progress report is sent to inform parents of their student's progress. (Exception: progress report is not sent after the first three weeks of the school year.) PARENTS ARE URGED TO CONTACT THE TEACHER FOR A CONFERENCE IF ANY GRADE IS FAILING.

Report Cards

ACCORDING TO STATE LAW, IF YOUR CHILD RECEIVES A GRADE BELOW 70 IN ANY SUBJECT ON THE REPORT CARD, YOU SHOULD CONTACT THE SCHOOL FOR A PARENT-TEACHER CONFERENCE. The decision for promotion or retention is determined by district policy. The procedures and expectations for special education students may vary from this policy as determined by the Admission, Review, and Dismissal committee. For grades 6-12, a student must return a signed progress or report card if he/she receives any grade below 75, has an incomplete grade, or a conduct grade below Satisfactory.

Honor Roll Criteria

- Student must have all A's and B's at the end of each 9 week grading period

2007-2008

- Student must have MORE A's than B's at the end of each 9 week grading period
- Student must NOT have an "N" or "U" in conduct for any subject at the end of each grading period

Promotion and Retention

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

In 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 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

Parents of a student in grade 8 who does not perform satisfactorily on his/her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will also 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/guardian, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent/guardian can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

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

GRADUATION

Requirements for a Diploma

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 grade 11 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,

2007-2008

Integrated Physics and Chemistry, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Any student who was in grade 9 or higher on January 1, 2001, is eligible to graduate under the former TAAS exam.

Graduation Programs

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

Number of Credits

- Minimum Graduation Plan 24
- Recommended High School Program 24-26 *
- Distinguished Achievement Program 24-26 *

* Determined by year student began ninth grade

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 received 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

Students who have successfully completed the required courses and have been in attendance their last semester at KHS are eligible to participate in graduation exercises. Graduation Exercises are an earned privilege and not a given right. The privilege to walk during Graduation Exercises may be revoked for violations of the Student Code of Conduct.

HOMEWORK

Homework assignments, tests, and make-up work

A certain amount of homework is desirable for thorough preparation of daily assigned work.

- Students are not released from their responsibility of homework every night in preparing their ordinary daily assignments.
- Students who are absent because of illness or for authorized participation in school activities will be given the opportunity to make-up work; usually that subject's next make-up day. Students will be responsible for obtaining and completing the makeup work in a satisfactory manner.

2007-2008

- All make-up work will be done under the supervision of the teacher after school hours. Students who are absent and receive an incomplete for a nine weeks period have one week of the next nine weeks to make up work in order to raise their grade to 70 or above for eligibility purposes. Students whose absences are excused, but fail to make-up work within a designated period of time will also fail to receive credit for the work they have missed. Students whose absences are unexcused will not be given an opportunity to make-up work and will receive a zero (0) for the work missed.

LATE WORK POLICY

Any assignment not submitted upon the due date, as determined by the teacher, will be considered "late work".

Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

NONTRADITIONAL ACADEMIC PROGRAMS

Sheldon ISD offers the KASE Academy as an accelerated program designed for at-risk high school students. Contact your high school counselor to determine if KASE is an appropriate alternative program for your student or contact Jo Darby, Coordinator of Alternative Programs.

PHYSICAL FITNESS ASSESSMENT

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

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/guardian with questions about these programs should contact district office at 281-727-2000.

MECA Modified Early College Academy is a program available to Juniors and Seniors who wish to take college classes to earn credit toward an Associate's Degree while in high school. See your high school counselor for more information.

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is

2007-2008

needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: **Kelly Sebastian, Director of Special Services 281-727-2061**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent 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.

SUMMER SCHOOL

Students who do not meet district standards or policies for promotion on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level shall be eligible for summer school services.

TEXTBOOKS

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

SECTION III GENERAL INFORMATION AND REQUIREMENTS

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

QUICK REFERENCE

Attendance	page 27
Drivers license attendance verification	page 28
Make up work	page 28
Health related matters	page 28
Freedom from discrimination	page 32
Conduct	page 33
Disruptions	page 34
Law enforcement agencies	page 35

2007-2008

Distribution of published materials and documents	page 36
Dress and grooming	page 36
Student fees	page 39
Fundraising	page 39
Pledges of allegiance	page 39
Prayer	page 40
Safety	page 40
Emergency school closings	page 40
School facilities	page 40
Searches	page 41
Transportation	page 42
Video cameras	page 44
Visitors to the school	page 44

ADMISSION INFORMATION

The District may require parents to update admission information each year. This may include proof of residency, telephone numbers, immunization, and emergency information and contacts.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent/guardian 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 parent/guardian. They are discussed in the following sections:

Compulsory Attendance

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

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

If a school-aged student deliberately does not attend school, the student is subject to assessment of penalties by a court of law against both the student and his or her parent/guardian. A complaint against the parent/guardian may be filed in the appropriate 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

2007-2008

- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent/guardian 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/guardian 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/guardian may appeal the committee's decision to the board of trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

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

Driver License Attendance Verification

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

2007-2008

The student can obtain this form at the campus attendance office. Students who will need a VOE during the summer months are urged to obtain the form prior to the last day of the school year.

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 according to the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. **[For further information, see policy EIAB.]**

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the Principal and previously communicated to students. It is the responsibility of the student and/or parent to find out what makeup work is required.

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. Students who participate in extra-curricular activities are required to make prior arrangements with their teachers for class work missed during the extra-curricular event. [For further information, see policies at EHBC, EIA, FDC, and FDD located in district policy manual.]

Specific to Sheldon Sixth Grade Campus and KMS

ZAP (zeros aren't possible) A student may be assigned ZAP during their advisory period or after school to make up missed or incomplete assignments.

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.]

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.]

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

HEALTH RELATED INFORMATION

MEDICINE AT SCHOOL

Authorized school personnel will administer prescription and non-prescription medication (OTC) during school hours **only** if medication times can not be adjusted so that medication can be administered at home.

Medication will be given to students provided that the district has received a written request to administer the medication from the parent or other persons having legal control over the student.

Only authorized employees, in accordance with policy FFAC, may administer medication that is:

2007-2008

- In the original container
- Properly labeled and current
- Written in English
- Issued by a physician licensed to practice in the U.S.
- Issued by a U.S. pharmacy
- Approved by the Food and Drug Administration

Students are not allowed to bring any form of medication to school, excepted as noted below. Secondary students may bring medication to school as long as he/she immediately take it to the school nurse upon arrival.

In accordance with the Board of Nurse Examiners, nurses have the right to refuse to administer medication to a student even though written parental permission has been granted, based on their professional judgment for the protection and health of the child.

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

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

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. The University Interscholastic League (UIL) may require student athletes to participate in random drug testing for steroids.

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 parent 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.]

COMMUNICABLE DISEASES / CONDITIONS

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

2007-2008

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

The school nurse or the Principal's office can provide information from the Texas Department of Health regarding these diseases.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

2007-2008

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

You should seek prompt medical attention.

- Where can you get more information?

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

Head Lice (Pediculosis)

One communicable disease, pediculosis or head lice, commonly occurs during the school year. A student with head lice is sent home until the infestation is treated appropriately and will be examined by the school nurse upon his/her return. Only one (1) school day will be excused for treatment. The school nurse should be contacted for information regarding treatment.

Physical Activity for Students in Elementary Grades

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in Sheldon Sixth Grade Campus engage in at least 30 minutes of physical activity per day or 135 minutes per week. The district offers physical education and athletics to students in middle school. For additional information on the district's requirements and programs regarding elementary and middle school physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from the principal. [See also policies BDF and EHAA.]

School Based Health Clinic

Sheldon ISD has entered into partnership with the Harris County Hospital District to provide a School Based Health Clinic to serve children school aged and younger. The clinic is open and is located next to the Sheldon Elementary campus at 17203 ½ Hall Sheppard. Call your school nurse for more information or call the clinic at 281-456-5201.

Vending Machines

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

Health Screenings

The school nurse will conduct health screenings according to the law and school policy. Each student in 7th grade is weighed, measured, screened for vision and hearing once a year. Students in grades 6 and 9 will be screened for scoliosis. Students in 7th grade will also be screened for Acanthosis Nicrigans (AN). Parents will be notified if any of these appraisals reveals a problem.

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 Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus,

2007-2008

Haemophilus influenza type B, poliomyelitis, hepatitis B, and varicella (chicken pox). **Hepatitis A and pneumococcal vaccines are required for pre-kindergarten and early childhood programs.** The school nurse can provide information on age-appropriate doses or an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. Hepatitis A is recommended but not required. 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 any 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).

Sunglasses

Sunglasses or dark glasses may not be worn inside the school building unless there is medical reason requiring the use of dark glasses as documented by a physician's note on file with the nurse.

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the central office. If you have any questions, please contact Assistant Superintendent of Administrative Services.

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. Parent/guardian who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Assistant Superintendent of Administrative Services.

FREEDOM FROM DISCRIMINATION

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the Principal's office and on the district Web site: www.sheldonisd.com

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial,

2007-2008

ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

Investigation of Reported Harassment

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

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a district investigation may be subject to appropriate discipline.

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Frances Baccigalopi at 281-727-2015
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Cindy Campbell at 281-727-2000.
- All other concerns: Contact Superintendent Dr. Vickey Giles at 281-727-2006

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Frances Baccigalopi at 281-727-2015
- Parent Liaison/District Translator, who works with parents of students participating in Title I programs: Ms. Ana Nieto 281-727-2052

2007-2008

Services for Students with Disabilities

Parent/guardian 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 Kelly Sebastian at 281-727-2060.

CONDUCT

Applicability of School Rules

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Discipline

1. Detention

Administrators and/or teachers may assign students to detention for minor classroom infractions. A student may be assigned detention outside of school hours, including Saturdays, or during lunch on one or more days if the student violates the school's code of conduct.

2. In School Suspension (ISS)

The ISS class is designed as an on-campus suspension program. Students, who are involved in serious misbehavior, repeatedly break school rules, or cause problems for others may be assigned to this class by the assistant principals. Students assigned to this class will work on assignments provided by their regular class teachers and will receive full credit for the work done during the ISS assignment. Additionally, students assigned to ISS are not permitted to attend extra-curricular activities other than Mandatory Tutoring while serving ISS

3. DAP-Disciplinary Assignment Program

If a student engages in serious or persistent misbehavior that violates district standards as stated in the Sheldon ISD Code of Student Conduct, the student may be assigned to the DAP.

4. Disciplinary Alternative Education Program

If a student engages in conduct that violates district standards as stated in the Sheldon ISD Code of Student Conduct, and/or the Chapter 37 of the Texas Education Code, which results in mandatory placement in an alternative setting, the student may be placed in DAEP.

5. Citations

In addition to the Sheldon Independent School District's Discipline Management Techniques, students may be subject to citations from law enforcement agencies. Citations may be given for violation of state or federal statutes while on or off school property, or while attending a school sponsored or school related activity.

6. Juvenile Justice Alternative Education Program (JJAEP)

The Sheldon ISD will enter into an agreement with Harris County Juvenile Board outlining the juvenile board's responsibilities concerning the establishment and operation of the JJAEP. The memorandum of

2007-2008

understanding specifies the conditions under which students will be recommended to the JJAEP, conditions of payments from the District to the juvenile board, the transitioning of students between the District and the JJAEP, the transfer of academic credit and other specifics. Details of the relationship are defined in agreements available to the public upon request from the Director of Student Services.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

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

Students may not participate in after school or evening functions if they have not attended school the day of the event.

Birthday parties or refreshments related to birthday parties are not allowed on any campus.

DISRUPTIONS BY STUDENTS OR OTHERS

Disruption of classes or any school activities by a student or others is prohibited and is subject to disciplinary action and/or referral by criminal prosecution. The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, riot, sit-in, walk-out, blocking of entrances, threatening force, etc. See also Distribution of Materials.

INSTRUCTIONAL SCHOOL DAY

Instructional school day is defined as anytime students are under the direct supervision of a Sheldon I.S.D. employee. This includes, but is not limited to: riding the bus to and from school; students waiting in the campus bus loading zone (morning and afternoon): in the building before and after school; class time; passing periods between classes; lunch time; after school tutorials, practices for extracurricular events, detentions; fieldtrips; and participating in school events. Examples of non-instructional time are: waiting outside of the school building for a parent ride; outdoor athletic events; and, walking to and from school or bus stop. Students who need to use a telephone during the school day may use one of the school phones which are available for student use, upon request, and based on need.

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

Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the Principal. Without such permission, teachers will collect the item and turn it in to the Principal's office. The Principal may hold the item for fifteen days. An administrative fee of \$15 may be charged in accordance with policy FNCE.

The District prohibits students in grades 7-12 from using or displaying telecommunication devices during the school day. (See FNCE)

School administrators will not investigate loss or damage of students' CD players, MP3 players, and other prohibited items.

ITEMS AND CONDUCT NOT PERMITTED

Opinion Books, Slam Books, Sign-In Sheets, Etc.: Students are not to sign or pass around school any opinion book or sign-in sheet which may hurt the feelings of others or disrupt the educational process. Students doing so will be subject to disciplinary actions.

2007-2008

Fire Alarms and Extinguishers: Fire alarms are installed throughout the buildings. These are for emergency use only. Anyone caught tampering with these alarms will be disciplined and the proper authorities will be notified. Also, fire extinguishers are available for emergencies. Students are not to play with these extinguishers.

Gifts: Students are not allowed to receive gifts such as balloons, flowers, and other items during school.

Skateboards, Scooters, Skates: Skateboards, scooters, skates and skate shoes are not to be brought to school or used on school premises.

Backpacks: Only mesh or clear backpacks will be allowed.

Gum Chewing: Gum chewing is prohibited in district buildings and transportation.

Non-Instructional Items: Non-instructional items (e.g. toys, etc.) should not be brought to school without prior permission.

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 parent/guardian 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/guardian unless the officer or other authorized person raises what the principal considers to

2007-2008

be a valid objection to notifying the parent/guardian. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is 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 adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials ... from students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal may designate a specific location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

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

Non-school Materials ... from others

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

DRESS AND GROOMING

DRESS CODE INFORMATION

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, minimize safety hazards and to teach respect for authority. The administration of each school shall have the discretion to determine if a student's attire, hair, and/or grooming is acceptable and within appropriate health and safety standards.

2007-2008

The district prohibits any clothing or grooming that, in the principal's or assistant principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The policy governing campus dress and grooming shall be enforced uniformly and fairly by the faculty and the administration. It shall be the responsibility of the professional staff to determine the appropriateness of proper dress for all school occasions. Parents will be notified of inappropriate dress. All dress code regulations will be enforced. Each campus will determine appropriate disciplinary actions for students who do not abide by the district's dress code policy. There will be no absences due to dress code violations. Parents will receive a listing of consequences for dress code violations from each campus in which they have children enrolled. Those consequences can include, but are not limited to, verbal warnings, after-school detention and Saturday detention.

Because the code will be strictly enforced this year on all campuses, we suggest that you keep your receipts when purchasing clothes for this year in case an item is inappropriate. If in doubt, ask the campus principal.

Standardized Dress Regulations

Each student will wear standardized dress at all times with the exception of designated days. Campuses may designate special days where changes to the basic standardized dress code may be allowed in accordance with district guidelines. Principals may designate Fridays to include spirit shirts. Shirts are to be buttoned in the accepted manner. Proper undergarments must be worn at all times. All garments must be hemmed with no ragged edges, frays or worn holes and must be appropriately sized.

Sunglasses, hats, caps or other head coverings may not be worn on district transportation or worn in school buildings. No sheer/see-through garments will be allowed.

Allowable items for all campuses

Denim is allowed and must meet the same standards as other fabrics. Denim items must be one color, may have no decorations (buttons, embroidery, etc), may have no oversized or cargo pockets nor extra zippers. NOTE: Denim is a privilege. Individual students who repeatedly violate the denim issue will lose the privilege to wear denim. Repeated violations regarding denim clothing may result in the review and possible change of policy.

The following clothing items will be considered appropriate at all campuses in Sheldon; exception will be noted in individual sections.

Boys and Girls: pants, shorts, shirts and belt.

Girls: standardized dress will also include skorts, jumpers and skirts.

Tight-fitting clothing of any type is not acceptable.

Colors and regulations

I. Tops, including sweaters, sweatshirts and light jackets must be **solid red, solid white or solid blue**. No variations of red (e.g. pink or maroon) are allowed; however, navy, light and royal blue are acceptable. No logos of any type are acceptable.

2007-2008

a. Shirts must have a traditional collar, be long- or short-sleeved and be of the pullover or oxford type; no turtlenecks, mock turtlenecks or colored trim allowed. All shirt tails must be long enough to be tucked in and remain tucked in during the normal course of school activities, such as reaching into lockers or bending down to tie shoe laces. Roll-overs are not considered to be tucked in and will not be acceptable; waistbands must be visible. Undershirts that are visible must be white.

b. Sweaters and sweatshirts may be pullover or button-front, but cannot have a hood. Sweaters and sweatshirts must be appropriately sized; regular shirt with collar must be visible under both.

c. If light jackets are worn during the instructional day, they must be of the full-zippered and full-buttoned front style, may not have a hood and must remain open. No pullover jackets, flannel jackets or heavy coats may be worn during the school day; these items must be kept in lockers. School purchased letter jackets may be worn during the instructional day.

II. All pants, shorts and capris must be **solid blue, solid black or solid khaki, including olive**. All pants, including shorts and capris, are to be worn at the waist and not below the hips. They must be appropriately sized and may have no more than two fingers extra width at the waist for growth. No logos, decorations, oversized pockets, etc. are allowed. Pants, capris and shorts must be traditional in appearance; stretch pants, sweat pants, overalls/coveralls, athletic shorts, drawstring waists, etc. are not allowed.

a. Capris are allowed for female students but not so tight that undergarments lines are visible.

b. Shorts standard minimum length will be the mid-point from the middle of the knee to the end of the fingertips. Measurement is made by holding arms straight down to the side.

III. Skorts, skirts and jumpers will have a standard minimum length of the mid-point from the middle of the knee to the end of the fingertips. Measurement is made by holding arms straight down to the side.

IV. Belts must be worn at the waist if belt loops are present.(middle school and high school levels only). No logos or monograms may appear on any item, including socks or belts.

Hair: must be neat, clean, well groomed and not obstructing the vision of the student. Males are to be clean-shaven with no mustaches or goatees. Sideburns may be no longer than the bottom of the ear lobe and not flared at the bottom. Hair shall be no longer than the bottom of the ear lobe on the sides, eyebrow length in the front and middle of the neck in the back on male students. Hairstyles shall not protrude over two inches from the skull. Designs, names, initials, etc. will not be allowed in any hairstyle. Non-naturally occurring hair colors, e.g. orange, green, purple, etc. are unacceptable. Hair must be in compliance.

Shoes: Grades 7-12 will be allowed to wear rubber flip flops (with no lights), sandals and backless shoes. No house shoes of any kind are permitted. Acceptable shoes must be worn at all times.

Grades 6 and below must wear shoes with socks or hose at all times. Because these students wear the same shoes in their physical education classes, it is recommended they wear athletic shoes. Thongs, flip flops, sandals, and backless shoes are prohibited.

Tattoos and jewelry: Visible tattoos are not allowed. Earrings on boys are considered inappropriate for school and are prohibited. No student will be permitted to wear non-traditional objects in or on other body parts (nose, eyelids, lips, tongue, etc.). Tongue piercings are both safety and educational issues. To prevent detection, children who violate the tongue piercing rule will avoid participating in class, which will adversely affect their education. "Grills" are prohibited by the campuses.

Parent Workshops

The Sheldon ISD Counseling Department and Title I will be presenting parent workshops throughout the district. Contact the District Counseling Coordinator or your campus counselor or Title I Coordinator for more information.

Student Fees

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- 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/guardian chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent/guardian or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent/guardian are unable to pay. Application for such a waiver may be made to the Principal or Principal's designee. [For further information, see policy FP.]

FUND-RAISING

Student clubs or classes, and/or parent/guardian groups may be permitted to conduct fund-raising drives for approved school purposes. Fundraisers must be submitted to the campus principal for approval before submission to the Board of Trustees for Approval prior to the beginning of the school year. **Only two major fundraisers may be approved for any group.**

Except as approved by the superintendent, fund-raising by any organization not directly affiliated with the school is not permitted on school property. **Individual students are not allowed to sell items for personal gain.** [For further information, see policies FJ and GE.]

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.

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

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt 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.

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.
- Not open doors for anyone who is not wearing a district identification card.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

Soon after school opens, parent/guardian will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses, in the event of injury to their child. Information on Children's Health Insurance Program (CHIP) is available on each campus. See the nurse or County Youth Services (CYS) representative for more information on this low cost health insurance for children.

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.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parents cannot be reached, the school would need to have written parent 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,

2007-2008

allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Emergency announcements regarding school closings will be made on local television and radio stations.

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

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials.

Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

Use of Hallways During Class and Passing 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. During passing time between classes, students must keep the flow of traffic moving. Stopping in commonly congested areas only serves to amplify the congestion, therefore disciplinary action in accordance with the Student Code of Conduct may be assessed.

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. Applications are available in the school office.

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.]

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 student use during the school day and other times as posted.

Meetings of Non-curriculum-Related Groups

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

2007-2008

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.

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 combination is not available to others.

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

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

Vehicles on Campus

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

Trained Dogs

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

Metal Detectors

Metal detectors may be used by school resource officers or administrators for safety purposes. For further information, see policy FNF.

TRANSPORTATION

School bus transportation is a privilege offered by Sheldon ISD to all students who are eligible for this service. This privilege is conditional upon the student observing safe and appropriate behavior while waiting for the bus, riding the bus, and departing the bus. Just as in the classroom, students must be courteous with the driver and other students and cooperate with the driver's instructions in the interest of safety.

2007-2008

The school district staff and bus drivers share your concern about the safety of your child. You can assist in providing a safe bus ride by reviewing the following items with your child:

Meeting the Bus

Students must be on time and visible at the bus stop. It is recommended that students be at their bus stop ***five minutes before pick-up time***. Once a bus departs a stop or school, it **will not stop for late students**.

Students must not stand on the traveled portion of the roadway while waiting for the bus.

Students must not approach a moving bus until it stops. Once the bus has stopped, the student may walk toward the bus to board once the driver signals to the student.

Students must enter the bus carefully in an orderly manner as instructed.

Once on the bus, students must go directly to their seat and be seated properly so the bus may continue the route.

Bus Safety Rules

Observe the same conduct level as is expected in the classroom.

Profanity and obscene gestures are not allowed.

Do not eat or drink on the bus except for water in a closed plastic bottle.

Do not litter or damage the bus in any way.

The driver is authorized to assign seats.

All items prohibited at school are also prohibited on the bus.

Remain seated while the bus is moving with all body parts inside the windows.

Fighting, horseplay, and throwing objects are prohibited.

No live/dead animals or flammable materials are allowed.

Large, bulky items that cannot fit under the seat or in the lap of the student are not allowed on the bus. Arrangements must be made for the parent to transport these items. This includes large band instruments and school projects.

No skateboards, balls, roller blades, or balloons may be brought on the bus.

Departing the Bus

When getting off of the bus, students should move quickly but safely away from the unloading area. The emergency door at the rear of the bus is to be used in emergency situations only. It is not to be used for boarding or departing the bus.

Students are allowed to board and depart the bus at designated stops ONLY!

Activity / Tutorial Routes

Bus routes are provided for students involved in approved after-school activities and tutorial programs. These routes are designed to have very few stops and cover a larger area of the district. Students may be required to walk further from the stop to their home when riding an activity route.

Secondary students are required to show their ID badge to the driver before boarding the bus. (If a student has a temporary ID, they must give it to the driver.) **Without a permanent or temporary ID, a student will not be permitted to ride.**

2007-2008

Students must get an **ACTIVITY BUS PASS** from the teacher or sponsor of the activity for which they stayed THAT DAY with the following information:

Student Name and ID#

Date

Name of activity

Signature of teacher/sponsor

The pass must be given to the driver when the student boards the bus.

Violation of bus safety rules on an activity route will result in removal from the activity route for 4 weeks and will also count as a violation on the regular route bus.

Student Address Updates

It is important that transportation has a current address and phone number for every student. For bus eligibility and assignment, the address on file with the child's school will be used. **If this information is not correct, transportation services may be interrupted until this information is updated.**

Alternate Locations / Guest Riders / Temporary Changes

Transportation will only be provided to one location within the attendance boundary for the student's school. A student may not be picked up at one location by one bus in the morning and then ride a different bus to a different location in the afternoon or to have fluctuating daily schedules. This includes students who go to a Registered Daycare Facility, relative's home, or other parent's home.

In an effort to ensure safe and efficient transportation services, students will not be permitted to ride any bus other than their assigned route bus for any reason. Parents will be required to make alternate transportation arrangements for their child to go home to another child's house after school.

Bus Safety Consequences

When a student fails to observe the bus safety rules, the bus driver will complete a bus safety report which will be submitted to the Transportation Supervisor. The Supervisor will then conference with the student and assign disciplinary action based upon the incident.

1st Report Student given warning by Transportation Supervisor

2nd Report Student may be removed from transportation for up to three (3) days

3rd Report Student will be removed from transportation for ten (10) days

4th Report Student will be removed from transportation for a length of time up to the remainder of the semester

5th Report Student will be removed from transportation for the remainder of the school year.

Severe Clause If a bus safety incident is deemed severe enough, the progressive discipline steps may be by-passed and the student may be removed from transportation for a length of time as deemed appropriate by the school administrator.

Any student being removed from transportation for the remainder of the fall semester will return to transportation in January with the understanding that the next report received may result in removal from transportation for the remainder of the school year.

2007-2008

Any student that loses bus riding privileges **is still required to attend school**. If a student is absent on a day when he or she is suspended from the bus, the dates of suspension will be adjusted so that the student will complete the full length of the suspension.

Violation of bus safety rules on an activity route will result in removal from the activity route for four (4) weeks and will also count as a violation on the regular route bus.

VIDEO CAMERAS

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

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

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL. However, a parent may not view any part of a videotape in which other children appear.

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. Visitors will be required to show their ID and receive a visitor's badge. All drivers' license will be run through a Raptor system that will do a background check on each individual. The system will assist in keeping your child as safe as possible while at school. Visitors must wear the badge obtained from the office throughout their visit.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and 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

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

FORMS SECTION

Parents/ Guardians/ Students:

Please read the following forms carefully. By signing the signature page at the end of this section, you are stating that you have read and understand the Parent/Student Handbook and the Student Code of Conduct (a separate booklet). This includes the districts Acceptable Use Policy, parent permission for publishing student work and student image on the World Wide Web, and the release of directory information.

2007-2008

Please read each section carefully and then sign and return **the completed forms to your child's home campus.**

Sheldon Independent School District

Student - Acceptable Use Policy

OVERVIEW

Computer and technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is the policy of Sheldon ISD that all computers be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below will result in the revocation of access privileges and/or disciplinary actions involving local, county, state, or federal agencies.

It is the belief of Sheldon ISD that the educational benefits of the Internet for students, teachers, and staff far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of Sheldon ISD to provide access to such services to further the educational goals and objectives set by the district. Sheldon ISD is in full compliance with the Children's Internet Protection Act (CIPA) through the use of a content filtering device when using district computers. Parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard district rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, or inaccurate. The intent of Sheldon ISD is for technology resources to be used as a valuable educational tool.

USE OF TECHNOLOGY RESOURCES IN SHELDON ISD IS A PRIVILEGE AND NOT A RIGHT.

Acceptable Use Policy for computers and networks

Sheldon I.S.D.

- This policy applies to all users of any of the networks that are accessible from computers in this school district. All users include administrators, faculty, staff, and students who access any LAN, WAN, or Internet.
- Users shall not damage or make unusable anyone else's computer files, programs, or disks.
- Users shall not use anyone else's password or log-on ID.
- Users shall not give anyone their password or ID. The users are responsible for any illegal activities if they gave their password or log-on ID to someone else.
- Users shall not use computers for unlawful activities such as copying software unless the software is not copyright protected.
- Users should use the school's computers for instructional purposes only. Research, communication, and educational games are all acceptable uses on a computer with guidance provided by instructional personnel.

2007-2008

- Users shall not attempt to load any form of software on a computer. This is the duty of the IT Technician, the ITS Campus or District Coordinator. This includes, but is not limited to virus, bugs, bombs, or plug-ins.
- Users shall not use the computer to threaten or harass others. There shall be no deliberate attempt to access or use any materials with objectionable or obscene language or images.
- Users shall not take home any computer equipment or software without permission of the campus Technology CIT's.
- Users shall adhere to all federal copyright laws.
- Users may have access to e-mail and chat only through teacher directed programs and/or the guidance of approved instructional personnel.
- Inappropriate use will result in the loss of the privilege to use this educational tool and/or disciplinary action.
- **There is certain etiquette to be followed when users are on the Internet. The following policies are to be abided by while users are on the Internet.**
- Be polite. Do not be abusive with the messages you post on the Internet.
- Use appropriate language. Do not use language that is considered profane, vulgar, or might be offensive to others.
- Do not include your personal address or phone number on any messages you post on the "net." Do not put anyone else's address or phone number on the Internet.
- E-mail is not considered private; therefore, be aware that persons other than those you intended the message for could read anything you put on the Internet.
- Be brief. Keep messages short and focus on one subject per message.
- Do not place unlawful information on the Internet. If you find persons placing that type of information on the Internet, report them to the Instructional Technology Specialist in your building.
- Using the Internet is a privilege that should not be abused. Anyone found using the access inappropriately shall be denied access.

STUDENT RESPONSIBILITIES

As the user of technology resources provided by Sheldon ISD, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer privileges and/or disciplinary actions.

1. I understand that all computer use must be for educational purposes.
 - ✓ I will only use the technology resources for academic purposes.
 - ✓ I will not download or play any non-educational games on a school computer.
 - ✓ I will not use any instant message, web log, or chat programs unless directed to do so by a teacher or other staff member.
 - ✓ I will not download, play music, or play videos from the Internet, unless directed to do so by a teacher or other staff member.
 - ✓ I will not use any non-school related email addresses while at school.
2. I respect personal privacy for myself and others.
 - ✓ I will not give out any personal information about anyone else (home address, telephone number, etc.)

2007-2008

- ✓ I will get permission from my teacher or other staff member before giving out any personal information about myself.
 - ✓ I will not give my password(s) to any other user.
 - ✓ I will only use the computer account that my teacher or other staff member has assigned me to use.
 - ✓ I will not copy, change, read, or use files that belong to another user without their permission.
3. I understand that software and ideas are protected by copyright laws.
- ✓ I will not copy information received from any source and claim that it is my own work.
 - ✓ I will list all sources of information that I use in my projects and work.
 - ✓ I will not make copies of any software found on Sheldon ISD's equipment or on the Internet.
 - ✓ I will not copy any personal software onto any computer at school.
4. I understand that educational technology is available for the use of all students.
- ✓ I will not deface, damage, or destroy the equipment.
 - ✓ I will not waste or take supplies such as paper, printer supplies, diskettes, CD's, DVD's, or any other technology related items provided by my school.
 - ✓ I will follow my schools computer use rules.
 - ✓ I will follow the rules of network etiquette, which includes use of appropriate language and polite responses. Abusive language (including name calling and swearing) and bullying is prohibited.
5. I understand that I must follow county, state, and federal rules when using technology.
- ✓ I will not try to bypass the security measures of any district computer equipment.
 - ✓ I will not knowingly create or introduce any virus to Sheldon ISD equipment.
 - ✓ I will not send or distribute unethical, illegal, immoral, inappropriate, or unacceptable information of any type through electronic mail or telecommunications.
6. I will follow the rules listed above or lose my computer privileges and/or face disciplinary consequences.

NOTICE TO PARENT/GUARDIAN: DIRECTORY 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/guardian or guardian objects to the release of the directory information about the student. If you do not want Sheldon Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of my child's first day of instruction for this school year. Sheldon ISD has designated the following information as directory information for the district: student's name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the

2007-2008

name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated on the Directory Information Signature Page.(PAGE 55)

**Sheldon I.S.D
Parent Involvement Policy**

The staff of Sheldon ISD, with the support of Title 1, seeks to involve parents in an effective home-school partnership in order to provide the best possible education for our students.

1. Regular Communication With Parents:

In order to build consistent, effective and timely communication between the home and school, regular communication will include the following:

School Newsletters	Annual School Calendars
Parent – Teacher Reading Compact	Report Cards
District Newsletters	Special Event / Reminder Notices
Yearly Parent Conference	Homework/Conduct Folders
School Assemblies (Parents Invited)	
Parent – Teacher Conferences	

2. Parent Training:

These are opportunities to help parents develop skills to use at home that support their children's academic efforts and social development. They provide parents with techniques and strategies, which they may utilize to improve their children's academic success and to assist their children in learning at home. A "Parent Needs Assessment Survey" is conducted at the end of each school year to identify areas of parental interest for future parent trainings. Some of these activities may include:

Parent Trainings	Read Aloud	Science Fair
Family Math Night	Homework Help	Home-School Links
Storytelling Events	Parent Resources	

3. Parent Support:

A. Homework

Homework serves a number of purposes: to practice, extend, and enrich classroom learning, to develop responsibility and work habits to provide parents an opportunity to interact with their children and their education. Parents can support the school and their child's success by helping with homework in the following ways:

1. Help your child get organized. Remind him/her to bring home the homework folder and necessary materials to complete the assignments.
2. Agree upon a regular study time and stick to it.
3. See that your child has a regular, suitable study place, with good light, plenty of room, and no distractions (TV, phone, family noise, etc.).
4. Ask to see what your child has done each night and that it is returned to the teacher. Show interest in what he or she does at school.
5. Contact the teacher if your child has difficulty understanding an assignment. Our goal is to help your child reach grade level standards and beyond.

B. Citizenship and Student Behavior

Students are to display good citizenship in the cafeteria, on the playground, on the bus, and in the classroom. Staff and parents should work together to help children understand the meaning and importance of good citizenship and how to make the right choices.

Specific rights, rules and responsibilities regarding student behavior are detailed in the Student/Parent Handbook. Each student is provided with a copy of this handbook at the beginning of the school year.

C. Parent Visitations

A wonderful way to show your child you are interested in his/her life at school is to visit the classroom. The school welcomes any parent who wishes to help through the school Volunteer Program.

D. Parent Participation

Parent Involvement at the school and district level is encouraged through the following committees:

- Parent Volunteer Program – Plans student activities and raises funds for “extras” needed.
- School Representative Council/District Wide Improvement Council- determines school improvement goals and prioritizes budget expenditures for some categorical programs.

Other opportunities for participation include:

PALS Volunteer Program	School Site Activities	PTO/PTA
Multicultural Festival	Field Trips	Field Day
Friday Snacks	Book Fairs	

Sheldon I.S.D.
Reading Compact

Sheldon I.S.D.'s Elementary schools are dedicated to the advancement of your child's reading success. We believe this can be done with the proposed partnership of parents, families, students, teachers, and community members.

Student Responsibilities

As a student I will:

1. Show respect and cooperate with all adults at the school.
2. Come to school regularly ready to learn.
3. Read to and/or with a parent 15 minutes each day.
4. Pay attention to my teachers and family and ask questions when I need help.
5. Complete all assignments and homework to the best of my ability.

Parent and Family Responsibilities

As a parent I will:

1. Be positive and encourage my child daily.
2. Read with my child at least 15 minutes each day.
3. Make sure that my child attends school regularly, is on time, dressed within dress code, and prepared to learn.
4. Provide a time and place for quiet study and help my child with homework and activities to reinforce classroom learning.
5. Attend parent-teacher conferences and communicate with my child's teacher through the two Parent Conference days, notes, and conversations about my child's progress.

Teacher Responsibilities

As a teacher I will:

1. Provide quality teaching and leadership to my students and their families.
2. Hold at least two parent conferences a year.
3. Read to my students every day.
4. Provide instruction in a way that will motivate and encourage my students.
5. Participate in meaningful professional development in how to teach reading.

Administrator Responsibilities

As an administrator I will:

1. Provide a safe and positive atmosphere for learning.
2. Provide teachers the opportunity to attend professional staff development in reading.
3. Provide quality leadership to teachers, students, and parents.

Sheldon ISD Signature Page

Dear Parent and/or guardian:

Please initial on each line below to indicate that you have received and read the following documents from the Sheldon Independent School District. By signing this signature page, you are stating that you have read and understand the Parent/Student Handbook. This includes the districts Acceptable Use Policy, Parent permission for publishing student work and student image on the World Wide Web, and the release of directory information .

Please read each section carefully and then sign and return this form to school.

_____ Sheldon ISD Student Code of Conduct (Separate booklet)

_____ Parent/Student Handbook

_____ Parent Involvement Policy and Reading Compact
(Located in the Parent/ Student Handbook Pgs. 50-52)

_____ Computer Acceptable Use Policy (Pgs. 47-49)

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____

Date: _____

School: _____

Please fill out and send back the forms listed below with this signature sheet:

- Web Publishing (pg. 30)
- Directory Information (pg. 31)

Parent/Guardian Permission Form for World Wide Web Publishing of Student Work and Student Image

Sheldon Independent School District

1) Publishing of Student Work

Print Student's Name _____ School _____

Print Name of Parent/Guardian _____

I understand that my daughter or son's art work or writing may be published on the World Wide Web, a part of the Internet. I understand that copyright and ownership of the work or writing remain my daughter or son's property. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as parent. No last name, home address or telephone number will appear with the work.

I grant permission for the World Wide Web publishing as described. A copy of all such publishing will be printed out and brought home for me to see upon request.

Parent/Guardian Signature _____ Date _____

I, the student, also give my permission for such publishing.

Student Signature _____ Date _____

2) Permission to Use Student Image

I understand that my daughter or son's image may be published on the World Wide Web, a part of the Internet, as part of his or her class work. An image could take the form of a photograph, video, or multimedia project. No last name, home address or telephone number will appear with such image.

Parent/Guardian Signature _____ Date _____

I, the student, also give my permission for such publishing.

Student Signature _____ Date _____

Directory Information Signature Form

The District [may may not] (**circle one**) release my child’s name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.

- | | |
|---|--|
| 1. Name | 8. Dates of attendance |
| 2. Address | 9. Grade level |
| 3. Telephone listing | 10. Enrollment status |
| 4. Date and place of birth | 11. Honors/awards |
| 5. Photograph | 12. Most recent school attended prior to this year |
| 6. Participation in officially recognized activities and sports | 13. E-mail address |
| 7. Weight and height of members of athletic teams | |

EXCEPTIONS

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. I have marked through the items I do not want released.

- | | |
|---|--|
| 1. Name | 8. Dates of attendance |
| 2. Address | 9. Grade level |
| 3. Telephone listing | 10. Enrollment status |
| 4. Date and place of birth | 11. Honors/awards |
| 5. Photograph | 12. Most recent school attended prior to this year |
| 6. Participation in officially recognized activities and sports | 13. E-mail address |
| 7. Weight and height of members of athletic teams | |

Signature of student: _____

Signature of parent/guardian _____ Date: _____

Sheldon ISD Directory Information

Regarding student records, I understand that the federal law and state law require that “directory information” on my child be released by the district to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time the handbook was given to my child.

Directory information includes:

1. name
2. address
3. telephone number
4. date and place of birth
5. photograph
6. participation officially recognized activities
7. weight and height of members of athletic teams
8. dates of attendance
9. grade level
10. enrollment status
11. honors and awards received in school
12. most recent previous school attended and
13. e-mail address

In exercising my rights to limit release of this information, I have marked through the items of directory information listed that I direct the district to withhold about my child.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

