

***Sudan High School***  
**STUDENT HANDBOOK**  
**CODE OF CONDUCT**



***2008-2009***

## TABLE OF CONTENTS

Notification Letter	3	<i>Students Taken into Custody</i>	21
School Calendar	4	<i>Notification of Law Violations</i>	21
Bell Schedule	4	Makeup Work	22
Parent/Student Form	5	Medicine at School	22
Acceptable Use Agreement	6	National Honor Society	22
Nondiscrimination	7	Off-Campus Privilege	23
Preface	7	Parent Information	23
School Song	7	Parental Involvement & Rights	24
Advanced Placement	8	Pledges Allegiance & Moment Silence	25
Assemblies	8	Posters	25
Attendance	8	Prayer	25
Awards and Honors	10	Promotion and Retention	26
CATE Programs	10	Protection/Student Rights	26
Cafeteria Services	10	Radios and Tape Players	27
Cheerleaders	10	Release of Students	27
Class Ranking	10	Report Cards /Progress Reports/ Conferences	27
Communicable Diseases:Meningitis	11	Safety	27
Communicable Diseases	12	<i>Accident Prevention</i>	27
Complaints by Students/Parents	12	<i>Accident Insurance</i>	28
Computer Resources	12	<i>Emergency Med. Treatment &amp; Info</i>	28
Conduct	13	<i>Drills: Fire, Tornado, and Other Emergencies</i>	28
<i>Academic Dishonesty/ Cheating/Plagiarism</i>	13	<i>Emergency School Closing Information</i>	28
<i>Corporal Punishment</i>	13	School Facilities	28
<i>Paging Devices/Phones</i>	13	<i>Vandalism</i>	28
<i>Social Events</i>	13	<i>Pest Control Information</i>	28
<i>Sexual Harassment/Abuse</i>	13	Searches	28
<i>Alcohol/Drugs/Tobacco</i>	13	<i>Student Desks/Lockers</i>	28
<i>Disruptive Activities</i>	14	<i>Vehicles on Campus</i>	29
Applicability of Rules	14	<i>Drug Detection Dogs</i>	29
Corporal Punishment	14	Sexual Harassment/Sexual Abuse	29
Correspondence Courses	14	Special Programs	30
Counseling	15	Standardized-Tests	30
<i>Academic Counseling</i>	15	State Mandated Tests	30
<i>Personal Counseling</i>	15	Steroids	31
Credit by Exam	15	Student Offices/Elections	31
<i>With Prior Instruction</i>	15	Student Records	31
<i>Without Prior Instruction</i>	15	<i>Special Education Records</i>	32
Detentions	16	Student Schedules	32
Distribution of Material	16	Summer School	32
<i>School Materials</i>	16	Textbooks	33
<i>Nonschool Materials</i>	16	Transportation	33
Dress and Grooming	16	<i>School Sponsored</i>	33
Driver Education	17	<i>Buses and other School Vehicles</i>	33
Dual/College Credit	18	Tutorials	33
Exemption Policy	18	Vehicles on Campus	34
Extracurricular, Clubs, Organizations	18	<i>Parking during School</i>	34
Fees	19	Video Cameras	34
Fund Raising	19	Visitors	34
Grade Classification	19	Acceptable Use Policy	35
Graduation	19	Drug Policy	38
<i>Graduation Programs</i>	19	Parental Consent for Biological Test	43
<i>Graduation Expenses</i>	19	Consent/Opt Out Form	44
<i>Requirements for Diplomas</i>	20	Academic Plan	45
Health Related Matters	20	Important Phone Numbers	47
Immunization	20	UIL	48
In-School Suspension	21	Student Code of Conduct	49
Law Enforcement	21		
<i>Questioning of Students</i>	21		

## SUDAN INDEPENDENT SCHOOL DISTRICT

### Student Code of Conduct Notification Letter

Dear Parent:

The Student Code of Conduct contains the Discipline Management Plan for this school district. It is designed to inform you and your student of the type of conduct expected in the Sudan ISD. It is important that you and your child review the information in the Student Code of Conduct together so that you will clearly understand the rules of acceptable conduct and the consequences of violation of established rules. With your support and encouragement, I am confident your child will meet behavioral expectations of the District.

Please sign in the appropriate place on the following page so that we may know that you have received and reviewed the Student Code of Conduct and the Parent/Student Handbook with your child. Please tear out and return the completed form to your child's campus by August 29, 2008. If your response has not been received by that date, we shall assume that you agree with and accept the policies and rules stated. If you have any questions relating to this Parent/Student Handbook or the attached Student Code of Conduct, please call or visit with the campus principal.

Sincerely,

Bo Lance, Superintendent of Schools

**SUDAN HIGH SCHOOL**  
**2008-2009 SCHOOL CALENDAR**

August 25	First Day of School
September 1	Labor Day Holiday
October 3	End of First Six Weeks
October 6	Begin Second Six Weeks
October 13	Parent Conference/Staff Develop. Day
November 14	End of Second Six Weeks
November 17	Begin Third Six Weeks
November 27-28	Thanksgiving Holiday
Dec. 22- Jan. 2	Christmas Holidays
January 5	Return from Holiday Break
January 9	End of Third Six Weeks
January 10	Staff Development Day
January 12	Begin Fourth Six Weeks
February 20	End of Fourth Six Weeks
February 24	Begin Fifth Six Weeks
February 23	Staff Development Day
March 16-20	Spring Break
April 9	End of Fifth Six Weeks
April 10	School Holiday
April 13	Bad Weather Make Up Day
April 14	Begin Sixth Six Weeks
May 8	Bad Weather Make Up Day
May 25	School Holiday
May 28	End of Sixth Six Weeks
May 28	Eighth Grade Graduation-6:30 PM
May 29	High School Graduation-8:00 PM
May 29	Teacher Workday

<b>BELL SCHEDULE</b>	
<b>First Period</b>	<b>8:14--9:01</b>
<b>Second Period</b>	<b>9:05--9:50</b>
<b>Third Period</b>	<b>9:54--10:39</b>
<b>Break</b>	<b>10:39--11:11</b>
<b>Fourth Period</b>	<b>11:15--12:00</b>
<b>Fifth Period</b>	<b>12:04--12:49</b>
<b>Lunch</b>	<b>12:49--1:19</b>
<b>Sixth Period</b>	<b>1:23--2:10</b>
<b>Seventh Period</b>	<b>2:14--2:59</b>
<b>Eighth Period</b>	<b>3:03--3:50</b>



**ACCEPTABLE USE AGREEMENT  
FOR ELECTRONIC COMMUNICATION SYSTEM ACCESS**

**Student Agreement**

You are being given access to the District's electronic communication system. With this educational opportunity comes responsibility. It is important that you read the District Acceptable Use Policy and ask questions if you need help in understanding it. Inappropriate system use will result in the loss of the privilege to use this educational tool.

APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account as stated in the Acceptable Use Policy.

INAPPROPRIATE USES

- Using the system for any illegal purposes.
- Using any account other than your own.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- No streaming or downloading of audio (internet radio) will be allowed.

**CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system
- Revocation of the computer system account; and/or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I have read the District's Acceptable Use Policy in this handbook and agree to abide by the stated provisions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Agreement**

I have read the Acceptable Use Policy in this handbook.

I release Sudan ISD and its personnel from any and all claims of damage from my child's use of or inability to use the Sudan ISD electronic communication system. I am aware of the possible security risk and will instruct my child not to give out personal information or attempt to reach sites that are inappropriate.



I give my permission for my child to participate in the District's electronic communications system and certify that the information on this form is correct.



I do NOT give permission for my child to participate in the District's electronic communication system.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## STATEMENT OF NONDISCRIMINATION

Sudan I.S.D. does not discriminate on the basis of race, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Bo Lance has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Bo Lance has been designated to coordinate with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

## PREFACE

### To Students and Parents:

The **Sudan High School Parent/Student Handbook** contains information parents and students are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Sudan Independent School District **Student Code of Conduct**, as required by state law, is intended to promote school safety, and sets out the consequences for inappropriate behavior. This document will be provided for every student and may be found in the High School Library or the Principal’s office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Though policy adoption and revision is an ongoing process, please be aware that this document is updated annually. Changes in policy that affect the student handbook will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook that will be made obsolete by newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

### SCHOOL SONG

Oh, Sudan High, we give to you our praise;  
Our goal to be, add honor to your name.  
If we win or lose, we will ever choose,  
And our motto we’ll proclaim,

For the black and gold,  
May our strength unfold,  
And truth shall be our highest aim.  
Through work or play; we pledge this day,  
Forever stand behind the black and gold,  
Forever stand behind the black and gold. SHS

### FIGHT SONG

Come all ye Hornets, join in the cheer  
Fight for the colors ever so dear.  
Loyal, honor, courage, bold  
Stand behind the black and gold.

Dear “ole” Sudan of you we are proud;  
We’ll always shout it, long, long, and loud;  
Singing, Stinging, Hornets we  
Are fighting for Victory

## **ADVANCED PLACEMENT COURSES**

College Board Advanced Placement and International Baccalaureate courses may be substituted for requirements in appropriate proficiency areas. Students or parents who have questions about advanced placement examinations should contact the principal or the counselor. Sudan High School offers Advanced Placement (AP) courses in Chemistry and Calculus. AP courses are college courses and will be available to Junior or Senior level students who have completed high school prerequisites. The grade earned in these courses will be counted for high school credit.

## **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on the previous day's, and to grow as an individual. State law requires:

- A student from the ages of 6 through 18 attend school as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions, unless 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 would be unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, required special programs, or required tutorials will be considered truant and subject to disciplinary action. A complaint against the parent may be filed in court if the student is absent from school on ten or more days or parts of days within a six-month period in the same school year or is absent on three or more days or parts of days within a four week period.
- To receive credit in a class, students must be in attendance for at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days a class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances such as:
  - An extracurricular activity or public performance approved by the District's Board of Trustees.
  - A District-approved mentorship designed to meet requirements for the distinguished achievement graduation program.
  - Required screening, diagnosis, and treatment for Medicaid-eligible students.
  - Observance of religious holy days including travel for that purpose.
  - A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
  - A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent including personal illness; or illness or death in the immediate family.
  - A juvenile court proceeding documented by a probation officer.
  - An absence required by state or local welfare authorities.
  - 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.
  - A family emergency or unforeseen or unavoidable instance requiring immediate attention.
  - An approved visit to a college campus. Seniors will be allowed one (1) college visitation day per year. In order for the student to receive an excused absence for the college day, they must:



1. Receive prior permission from the principal.
2. Obtain written verification from an official at the college visited or of the visitation including date, student name, and signature of official.
3. Present this verification to the principal on the day they return.

If the above conditions are met, the college day (excused absence) will not count for the purpose of determining final exam exemptions. College-day absences will be treated as any other excused absences (See Attendance in this Handbook) (Board Policy FDD Legal and FDD Local).

If the Committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. The committee will consider the acceptability and authenticity of documented reasons for the student's absences. The committee, which will attempt to ensure that it is in the best interest of the student, will also consider whether the absences were for reasons over which the student or the student's parent could exercise control. They will consider the extent in which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the District's Board of Trustees by filing a written request with the superintendent.

For EVERY DAY a student is not in attendance in the excess of the allowed 10 percent, that student will serve one week of lunch detention. For example, if a student has missed 9 days, the tenth day absent will result in 5 days (1 week) of detention. The eleventh day will be 5 additional detentions, etc.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the superintendent.

- When a student must be absent from school, the student--upon returning to school--must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. 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.
- Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action.
- A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date.

#### **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. The student can obtain this form at the high school office.

#### **Tardiness:**

Because ample time is allowed between classes to visit the restroom and retrieve all needed books and materials from lockers, students are expected to be in their classroom and seated when the tardy bell rings. All tardies are considered unexcused unless accompanied by a note from a teacher or principal. Students who are tardy shall be assigned to detention hall. Repeated instances of tardiness shall result in more severe disciplinary action.

#### **Truancy:**

Students who are absent from school or from class without permission will be considered truant and will be subject to disciplinary action.

#### **Leaving during the day:**

Students will not be allowed to leave the campus during the day for any non-school reason unless a parent or guardian signs them out. Students who must leave school during the day must bring a note from their parent that morning. Students who become ill during the day should, with the teacher's permission, report to the

office. The school nurse and the principal will decide whether or not the student should be sent home and will notify the student's parent. Students will not be allowed to go home unless a parent can be contacted, and students will not be allowed to leave with any person other than their legal parent or guardian unless the parent or guardian has granted permission.

**Withdrawing from school:**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 3 days in advance so that records and documents are prepared. The parent may obtain a withdrawal form from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. [For further information, see policies at EHBC, EIA, FDC, and FDD.]

**AWARDS AND HONORS**

Honor Roll is based on solid subjects only, Band, PE, and Teachers Aide work will not be included.

All students who achieve grades of 90 or above in all of their classes will be named to the A HONOR ROLL. All students who achieve grades of 80 or above will be named to the B HONOR ROLL. [See also Class Ranking and Academic Counseling.]

**CAREER & TECHNOLOGY PROGRAMS**

The district offers career & technology programs in Business, Industrial Arts, Agriculture & Manufacturing, Family & Consumer Sciences, & Auto Mechanics. The district will take steps to ensure that lack of English language skills will not be a barrier to admission & participation in all educational & vocational programs.

**CAFETERIA SERVICES**

The District participates in the National School Lunch Program & offers free and reduced-price meals based on a student's financial need. Information can be obtained from the Superintendent's office. Students in grades 8-12 that do not qualify for free or reduced meals will be charged \$.50 for breakfast and \$1.00 for lunch.

**CHEERLEADERS**

Eight cheerleaders are elected at the end of the school year to serve the following year. The cheerleaders are chosen from the current 8th, 9th, 10th, and 11th grades. The head cheerleader will be elected by the newly elected cheerleaders. The head cheerleader must have been a cheerleader previously. The cheerleaders are elected as follows: 60% judges, 30% teachers, and 10% student body.

Elected cheerleaders are responsible for purchasing their own shoes, socks, and personalized items. The school furnishes the uniforms. Each cheerleader must pay a deposit of \$75.00 for the use of the uniforms. The deposit will be refunded when the uniforms are returned in proper condition.

**CLASS RANKING**

The final grade average of a graduating senior is computed by averaging grades beginning with grade nine and ending with the fifth six weeks of grade twelve. All grades in all classes (**EXCEPT** band I, II, III, drivers education, correspondence courses, PE or athletics, dual-credit college courses, and college courses taken for high school credit) including summer school, are used to calculate the **weighted** GPA for class rank. This weighting system will only be used to calculate a grade point average (GPA) for class rank. The grades recorded on the official transcript will reflect the actual grades received by the student in each individual class. Multi-hour courses will be counted only once in calculating class rank.

Weighted courses include all Advanced Placement courses, Accounting II, Advanced Accounting II, Computer Science, Internetworking Technologies II, Physics, Pre-Calculus, Spanish III, Spanish IV, and Anatomy and Physiology. All other courses are considered "regular" courses for the purpose of calculating class rank with the exception noted above.

In order for a student to be eligible for Valedictorian or Salutatorian, they must have attended Sudan High School for the student's last four semesters, and the student must have attended an accredited high school for four years. Early graduates will receive the rank they earned with the Junior class and will not be considered for Valedictorian or Salutatorian honors.

The class rank weighting system is calculated on a maximum 6.5 scale with each individual course carrying the weight described in the following table. All computer-generated calculations will represent a GPA based on this system.

In order to convert the weighted GPA to a 4.0 scale or 100 scale for college purposes, complete the following calculations. Multiply your GPA (calculated on the weighted 6.5-point system) by 4 (or 100) then divide by 6.5. For example,  $6.167 \times 4$  equals 24.6680 divided by 6.5 equals a GPA of 3.795 (round to the thousandth's place). In order to convert this same GPA to a 100-point scale, multiply the  $6.167 \times 100$  equals 616.7 divided by 6.5 equals 94.877.

**Reminder: The actual grades recorded on your transcript are not weighted.**

For two school years following their graduation, students who are ranked in the top ten percent of their graduation class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should see the counselor or principal for further information about how to apply and the deadline for application. [For further information, see policies at EIC & See Academic Counseling and Graduation Requirements.]

## COMMUNICABLE DISEASE: BACTERIAL MENINGITIS

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

### **What is meningitis?**

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

### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **How serious is bacterial meningitis?**

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

### **How is bacterial meningitis spread?**

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

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

### **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

**Where can you get more information?**

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

**COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella (German Measles)
Campylobacteriosis	Impetigo	including congenital
Chicken pox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

**COMPLAINTS BY STUDENTS/PARENTS**

Usually student or parent complaints or concerns can be addressed by a phone call or conference with the teacher or principal. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent’s office can provide information regarding specific complaint processes for the following complaints. Additional information can also be found in the designated Board policy, available in the principal’s and superintendent’s offices:

- Discrimination on the basis of gender: policy FB.
- Sexual abuse or sexual harassment of a student: policy FNCJ. [See Sexual Harassment/Sexual Abuse.]
- Loss of credit on the basis of attendance: policy FDD.
- Removal of a student by a teacher for disciplinary reasons: policy FOAA.
- Removal of a student to a disciplinary alternative education program: policy FOAB.
- Expulsion of a student: policy FOD.
- Identification, evaluation, or educational placement of a student with disabilities: policies EHBA and FB. [See Special Programs.]
- Instructional materials: policy EFA.
- On-Campus distribution of non-school materials to students: policy FMA.
- Complaints against District peace officers: policy CKE.

**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 parents will be asked to sign an acceptable use agreement regarding use of these resources; violations of this agreement may result in

withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail using district computers is not private and may be monitored by district staff. [For additional information, see policy CQ.]

## CONDUCT

Students are expected to:

- Behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Respect for the property of others, including District property and facilities, is essential to the maintenance of facilities, safety, order, and discipline.
- Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students.
- Students are to be well groomed and dressed appropriately each day.

As required by law, the board has adopted a Student Code of Conduct that establishes behavior standards, both on and off campus, and consequences for the failure to abide by 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, in order to avoid violations and the subsequent consequences. To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

A copy of the Student Code of Conduct and the campus rules are included as attachments to this handbook. Each teacher will develop and advise students of classroom rules.

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

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit of the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be governed by the following conditions:

- The student is told of the reason corporal punishment is being given.
- The principal or a teacher in the principal's office may give corporal punishment.
- The instrument to be used shall be approved by the principal.
- If corporal punishment is required, it shall be accomplished in the presence of one other District professional employee out of view of other students.

A record shall be maintained of each instance of corporal punishment.

### **Paging Devices/Cellular Telephones/CD Players/Other Electronic Devices and Games**

Students shall not possess a cellular telephone or other telecommunication devices at school during the instructional school day. Violation will result in confiscation and charged a \$15 retrieval fee.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **Sexual Harassment / Sexual Abuse**

Unwanted and unwelcomed conduct of a sexual nature—words, gestures, or any other sexual conduct, including requests for sexual favors—directed toward another student or a District employee is unacceptable. [For more complete information, see **Sexual Harassment / Sexual Abuse** on page 37.]

**Alcohol, Drugs, Tobacco, and Weapons**—Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a



school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

### **Disruptive Activities**

State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:

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

## **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE**

To achieve the best possible learning environment for all our students, Sudan High School rules and discipline will apply:

- During the regular school day or while a student is going to & from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.

This includes 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.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

For information regarding **Searches** of student lockers and vehicles brought onto school property.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes 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. [See **Preface** for further information.]

## **CORPORAL PUNISHMENT**

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

## **CORRESPONDENCE COURSES**

The District permits high school students to take correspondence courses (courses by mail or via the Internet) for graduation credit. Students in grades 9-12 may earn credits toward high school graduation with these exceptions. Correspondence courses may not be used to replace a course that is taught at Sudan High

School, unless the course has been taken and failed, in which TAKS testing instruction is primarily provided. (Examples are Algebra I, Algebra II, and English II) After all sections of the TAKS have been passed, any course required for graduation at Sudan High School may be taken by correspondence, summer school, or dual credit.

Students may earn a maximum of two state-required credits through correspondence courses and may be enrolled in only one correspondence course at a time.

All correspondence course work in prerequisite courses must be completed and grades received before a student will be allowed to enroll into the next level course. All correspondence courses must have the prior permission of the principal.

## **COUNSELING**

### **Academic Counseling**

Students and parents are encouraged to talk with a school counselor, teachers, or principal to learn about course offerings, the various graduation requirements, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the following year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements and Class Ranking.**]

To plan for the future, students should work closely with their 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 examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

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 a 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 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.]

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, or substance abuse needs. The counselor may also make available information about community resources to address personal concerns.

**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 EXAMINATION**

### **With Prior Instruction**

A student in any grade who has received prior instruction in a course or subject--but did not receive credit for it--may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the examination.

The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. [For further information, see policy EEIA.]

### **Without Prior Instruction**

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The dates on which examinations are scheduled during the 2008-2009 school year

include:

Date Scheduled

1st Week of December 2008

1st Week of May 2009

Contact the counselor for exact dates. The passing score required to earn credit on an examination for acceleration is 90. A student planning to take an examination for acceleration (or the student's 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 purchased by the parent from a State Board-approved university. [For further information, see EEJB.]

**DETENTION**

A noon detention period will be used as a first line of discipline. It will be used primarily for minor infractions of the Student Code of Conduct. Detention will be for the first 20 minutes of the lunch period. It will be held in a specific classroom and a cumulative record of detentions will be kept for each student. Excessive accumulation of detentions will result in a more severe discipline. Accumulation of 3 or more detentions within a six-week period or 5 or more within a semester will be cause for assignment to In-School Suspension. Continued assignment to In-School Suspension will warrant more severe disciplinary action including assignment to an Alternative Educational Placement center (AEP). Detentions accumulated for excessive absences will NOT be cause for assignment to In-School Suspension.

**DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

Publications prepared by and for the school may be posted and 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.

**School Materials**

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

**Nonschool Materials from Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GDKA. To be considered, any nonschool material must meet the limitations on content established in the policy, including the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the material is received. The requestor may appeal the decision.

**Nonschool Materials from Students**

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

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

**DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, assert authority, prevent disruption, minimize safety hazards, and teach respect and authority. Students should be dressed and groomed in a manner that is clean and neat and that will not be a health and safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgement may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures,

emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (LOCAL). The student and parent may determine the student's personal dress and grooming standards, provided they comply with these general guidelines and the District's dress code for students in the student handbook.



If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student will be disciplined according to campus policy for dress code violations. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

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

### **GENERAL GUIDELINES**

- Immodest dress will not be allowed. This may include but is not limited to the following:
  - \*Strapless dresses, sundresses, see-through materials
  - \*Tank tops, halter-tops, fish net or spaghetti straps
  - \*Low cut dresses, blouses, or shirts
  - \*Inappropriate sleeveless shirts or dresses (Sleeveless garments must cover the width of the shoulder, be hemmed and must be cut to fit under the arm)
- Proper undergarments will be worn at all times and will not be exposed.
- Pants with holes are unacceptable unless patched.
- Any tops showing a bare midriff (when arms are extended outward) are not permitted.
- Shirt collars are to be kept turned down.
- Shorts or skirts must allow students to be able to stand, sit and/or bend with modesty. The guideline for these is "fingertip length". This means that the length cannot be shorter than the level where the fingertips fall when the student's hands are at their sides.
- Pants will not be allowed to sag or be excessively baggy as determined by the principal. Students will not be permitted to wear long shirts extending well below the waistline over the pants for the purpose of hiding sagging pants.
- Overcoats, trench coats, dusters, or other concealing attire will not be permitted.
- Shorts may be worn on any day during the school year. No bicycle shorts will be allowed. Shorts should be loose fitting and either be hemmed or turned up/under to provide a neat appearance.
- Caps and hats are not to be worn inside the building during regular school hours. Caps at school functions are to be worn straight with the bill toward the front.
- Wallet chains are not allowed. Necklaces on male students must be of a minimal diameter size as determined by the principal and worn inside the shirt. Necklaces on female students are allowable unless deemed inappropriate by the principal.
- No shoes with skate wheels. This includes not being worn at any school-sponsored events (ex. games).
- Visible body piercing for female students is restricted to a maximum of three per ear. Male students cannot have any visible piercing jewelry.
- No ponytails, rattails, makeup, or painted nails on male students.
- Male hair length will not extend below the top of the collar of a regular dress shirt nor beyond the bottom or the ear lobes, nor fall over the eyebrows. Sideburns will not extend below the bottom of the ear lobe. Facial hair is not permitted.
- Students should avoid extremes in hairstyles that attract so much attention they interfere with the classroom-learning environment. Examples include Mohawks, unusually dyed or colored hair, and shaved designs in the hair. Hair should be kept and well-groomed.
- Exceptions to the dress code may be made by the campus principal for special events such as pep rallies, spirit days, etc.

Students and parents need to be aware that many of the unacceptable styles of dress can become allowable with the wearing of additional clothing. It is impossible to list all of the acceptable and unacceptable types of dress and grooming and therefore, a judgment decision must be made at certain times. The principal will have the final authority to determine if a student's grooming violates the dress code. If the principal, or his designee, determines that a student's grooming violates the dress code, the student will be required to wear the school uniform and will be assigned a lunch detention.

### **DRIVER EDUCATION**

Sudan High School offers noncredit driver education instruction to students who reach the age of 15 by the end of the classroom phase of the course. The cost of the course will be determined by the local school dis

trict. The course is normally taught the last part of the spring semester with the driving portion occurring during the summer. The fee for Driver Education must be paid before the first class session.

## DUAL CREDIT COURSES/COLLEGE COURSEWORK

High School graduation credit will be granted for certain college courses that replace Sudan High School curriculum. Prior permission from the principal must be attained before enrollment in a college course for which graduation credit may be allowed. (For more information, contact the principal or counselor.)

To be awarded state graduation credit for a college course, the course must provide advanced academic instruction beyond or in greater depth than the TEKS for that course. When this condition is met in one three-hour course, one state graduation credit can be awarded. When two three-hour courses are required, the student must complete both courses to receive one high school graduation credit.

## EXEMPTION POLICY - Semester Exams

Junior and senior students may be exempt from semester exams for all classes in which they have maintained an average grade of 80 or above for the previous three six-weeks if they have been absent for no more than two class periods in that class. Junior and senior students who have maintained a 90 or above may be exempt if they have been absent no more than three class periods. Co-curricular and extracurricular days for UIL activities are not considered as days absent.

Freshmen and sophomore students will be allowed to be exempted from semester exams in all classes for which they meet the qualifications mentioned above with the following exception - freshmen and sophomores must take all English, Math, Social Studies, and Science exams unless the class is a junior or senior level class, (such as Algebra II.)

A grade of 80 to 89 with two absences or less in each class = exempt.

A grade of 90 - 100 with three absences or less in each class = exempt.

Because the state counts all students absent if they are not present on the days of semester exams, **all students regardless of their exemption status will be required to attend school on the days of semester exams until 10:00 AM.** On test days, students who are exempt from exams will report to a designated area where they will be required to stay until 10:00 AM. If attendance on test days is below 98%, exemptions will be discontinued.

If a comprehensive final examination is a weighty portion of the assessment of a particular course, the teacher may require all students to take the final exam whether or not they are considered exempt. In this case, the teacher may choose to schedule the exam before it's regularly scheduled time with the approval of the principal.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school related activities is an excellent way for a student to develop talents, receive individual recognition, and forge strong friendships with other students. Participation is a privilege. Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)--a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives an average grade below 70 in any academic class other than an identified or advanced class at the end of any grade evaluation period may not participate in extra-curricular activities for at least three weeks.
- A student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three weeks.
- A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (a.) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced; and (b.) completed three weeks of ineligibility.
- All students are allowed up to 10 absences per class for UIL and other school sponsored activities during the school year. Absences for post-district activities do not count against the ten (10) days. Students who are members of FFA or 4-H Clubs are allowed five (5) additional days for stock show participation. The principal may grant additional days (not to exceed 5) for other activities on a case by case basis. A student who misses class because of participation in a non-approved activity will receive an unexcused absence.

•Post District Activities are:

- UIL activities past district competition
- Stock show days missed due to qualifying for the sale
- Restrictions on participation related to discipline may be found in the Student Code of Conduct.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.

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

## FEES

Materials that are part of the basic educational program are provided without charge to the student. Students are expected to provide their own supplies of 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 clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, class rings, etc.
- Voluntary purchase of student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driving training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school courses that are offered tuition free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

[See **Transportation** .]

- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

## FUND RAISING

Except as approved by the principal, fund raising shall not take place on school property.

## GRADE CLASSIFICATION

After the 9th grade, students are classified according to the number of units earned toward graduation.

UNITS OF CREDIT EARNED	GRADE PLACEMENT
6	10 <sup>th</sup> (sophomore)
12	11 <sup>th</sup> (junior)
18	12 <sup>th</sup> (senior)

## GRADUATION

### Graduation Programs

A student is entitled to complete a graduation program offered to ninth graders during the student's freshman school year. A student may, but will not be required to, complete a program offered by the District

later during the student's high school career.

Number of Credits

- Minimum 24
- Recommended 26
- Distinguished Achievement 26

Distinguished Achievement has special requirements including 3 years of foreign language plus other advanced measures. Contact the high school counselor for further explanations.

**Graduation Expenses**

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

**Requirements for a Diploma**

To receive a high school diploma, a student must successfully complete the required number of credits and pass a statewide exit-level examination. [See **Testing**.]

A certificate of course work completion will **NOT** be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level or end-of-course examinations.

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 Individual Education Plan (IEP).

[See **Academic Counseling and Graduation Requirements**.]

**State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amount depends 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 or Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as private institutions. For further information, see the principal or counselor under policy EJ (Legal).

**HEALTH RELATED MATTERS**

**Parent's Note After an Absence**

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

**Doctor's Note After an Absence**

Upon returning to school, a student absent because of a personal illness must bring a statement from the doctor or a health clinic verifying the illness or condition that caused the student's extended absence from school.

**Physical Activity for Students in Junior High Grades**

In accordance with EHAB, EHAC, and FFA, the district will ensure that students in junior high school will engage in at least 30 minutes of physical activity per day or 135 minutes per week. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

**School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held meetings to discuss the health concerns and programs offered at Sudan ISD. Additional information regarding the district's School Health Advisory Council is available from the principal. [See policies BDF and EHAA.]

**Vending Machines/Snack Break Times**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines and snack sizes and/or ingredients that the federal government does not allow. [See policies CO and FFA.]

### **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 obtain the results of his or her child’s physical fitness assessment conducted during the school year if not received in grade mailings.

### **Other Health Related Matters**

#### **Tobacco Prohibited**

The district and its staff enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

#### **Asbestos Management Plan**

The district’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent’s office. If you have any questions, please contact Kenneth Richards or Bo Lance, School Superintendent.

#### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact Bo Lance at 227-2431.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunization required are Diphtheria rubeola (measles, rubella, mumps, tetanus, Hemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age appropriate doses or on an acceptable physician-validated history of illness required by the 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.

If a student’s religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by parent if the student is a minor) stating that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the student or parent must present a certificate, signed by a US licensed physician, stating that, in the doctor’s opinion, the immunization required would be harmful 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 lifelong condition. For further information, refer to the Department of State Health Services Web site:

[http://www.dshs.state.tx.us/immunize/school/school\\_info.html](http://www.dshs.state.tx.us/immunize/school/school_info.html).

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) will be used as a primary disciplinary tool. ISS may be used as a disciplinary tool for reasons ranging from accumulated detentions to fighting. All ISS is assigned by the principal and parents will be mailed a notification when their child is assigned to ISS with an explanation of the reason for the assignment. If a student refuses to attend ISS, or is disruptive in ISS, they will be placed in an Alternative Education Placement center (AEP). Corporal punishment will not be used to replace ISS.

## **LAW ENFORCEMENT**

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



### **Students Taken into Custody**

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

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

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The Principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer raises what the principal considers to be a valid objection to notifying the parents. Because the Principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The District is required by state law to notify:

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

## **MAKEUP WORK AND DAEP/ISS MAKEUP WORK**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB.] A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

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

## **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions: 1). Prescription medication, in the original, properly labeled container, provided by the parent, along with the written request;

2.) Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container; 3). Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request; 4). Herbal or dietary supplements provided by the parent only if required by the student's IEP or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only: in accordance with the guidelines developed with the district's medical advisor and when the parent has previously provided written consent to emergency treatment on the district's form. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health care provider. The student must also demonstrate to his or her physician or health care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school's nurse or principal for information. [See policy FFAF.]

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood or behavior altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [policy FFAF.]

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected; however, students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council. Membership may be open to qualified sophomores, juniors, and seniors who have been enrolled for the equivalent of one semester. Students must also have a cumulative grade point average of 90 in the core courses as well as an overall cumulative grade point average of 90. These students are then eligible for consideration on the basis of leadership, service, and character. Leadership is based on the student's participation in two or more community or school activities, or election to an office. To meet the service requirement, the student must have been active in three or more service projects in the school and community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Members are expected to participate in a UIL academic contest at the district level. Once selected to the National Honor Society, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Members who resign or are dismissed are never again eligible for membership or its benefits. Students can be dismissed from the National Honor Society if they do not maintain the standards of the organization. Serious violations of school rules, such as cheating on exams, may lead to dismissal.

### **OFF CAMPUS PRIVILEGES**

Sudan High School has an open-campus during lunch, which allows students to leave campus for lunch. Because eighth grade students are unable to drive and must ride with another student to leave campus, they will be allowed to leave campus for lunch only with the following restrictions.

1. Eighth grade students will be only be allowed to leave campus in a vehicle with a sibling. They may not ride with any other student.
2. Eighth grade students may leave campus to go to their home or a grandparent's home for lunch if they live within walking distance or if a parent or grandparent will pick them up at school.
3. All eighth grade students who wish to leave campus for lunch under these guidelines must have a permission slip signed by their parent on file <sup>in</sup> advance. Permission slips may be picked up in the office.

## PARENT INFORMATION

If your family lives in any of the following situations: (1) in a shelter, motel, vehicle, or campground; (2) on the street; (3) in an abandoned building, trailer, or other inadequate accommodations; or (4) doubled up with friends or relatives because you cannot find or afford housing, then your preschool aged and school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

1. Go to school.
2. Continue in the school they attended before you became homeless or the school they last attended.
3. Receive transportation to the school they attended before your family became homeless or the school they last attended.
4. Attend a school and participate in school programs with children who are not homeless.
5. Enroll in school without giving a permanent address.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records.
7. Enroll and attend classes in the school of your choice.
8. Receive the same special programs and services needed as provided to all other children served in these programs.
9. Receive transportation to school and to school programs.

When you move, you should do the following:

1. Contact the school district's local liaison for homeless (227-2431 ext.114) for help in enrolling your child in a new school.
2. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
3. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies if needed.

- Local area contacts picked up in the office: 227-2431 ext. 114 OR

- State Coordinator: 1-800-446-3142

If you need further assistance, call the national "Center for Homeless Education" at the toll-free HelpLine number: 1-800-308-2145.

## PARENTAL INVOLVEMENT AND RESPONSIBILITIES, AND RIGHTS

The Sudan I.S.D. District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook (including the attached Student Code of Conduct) with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the high school principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation and the options available to the child. Monitor the child's academic progress and contact teacher as needed. [See **Academic Counseling.**]
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 227-2431 ext. 112 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See **Protection of Student Rights.**]
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) appli-



cation for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. [See also **Student Records**.]

- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and any not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Become a school volunteer. For further information, see policy GKG and the high school principal.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: SPIN.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, see policies BQA and BQ, and contact the high school principal.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED for more information.].
- To receive notice of and deny permission for your child's participation in any survey concerning the private information regardless listed in the Protection of Student's Rights section, regardless of funding. You also have the right to receive notice and deny permission for your child's participation in school activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information. You can also have your child "opt out" of any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under the state law. See EF and FFAA.
- To 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.
- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- Request that your child be excused from 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 Minute of Silence policy EC].
- 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].
- Request in writing if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.

- If your children are multiple birth siblings (e.g., twins, triplets, etc.) and are assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]
- Request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information.
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault [See policy FDD (LOCAL)].
- Request the transfer of your child to attend a safe school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds [See policy FDD (LOCAL)].

### **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 the 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.

### **POSTERS**

The principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

### **PRAYER**

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

### **PROMOTION AND RETENTION**

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

In addition, at certain grade levels a student--with limited exception--will be required to pass the TAKS test 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 for the first time. A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth 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 parent's educational expectations for the student, and outline an intensive instruction program for the student. 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. [For further information, see policies at EHBC, EIF, and EIE.]

### **PROTECTION OF STUDENT RIGHTS**

No student will be required to participate without parental consent in any survey, analysis, or evaluation funded by the U.S. Department of Education that concerns:

- Political affiliation.
- Mental and psychological problems potentially embarrassing to the student or family.

- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see EF].

### **RADIOS AND TAPE PLAYERS, ETC.**

Radios and tape players are allowed on campus by teacher consent only. No Walkman radios, CD players, tape players, video games, Ipods, MP3 players, etc., will be allowed in the classroom or hallways of any building during the school day unless under the direct supervision of a teacher. Violation of this rule will result in the confiscation of the radio or player.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the written permission of a parent, the direct communication of a parent, or with the principal's permission.

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.

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

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every three weeks. Grades are reported to parents as a number grade ranging from 0-100. Teachers follow grading guidelines that have been approved by the principal and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA]. Questions about grade calculations should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

At the end of the first three weeks of a grading period, parents are given written notice if the student's performance in any course in English/ language arts, mathematics, science, or social studies is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject at the end of a grading period, the parents will be requested to schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report can state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

## **SAFETY**

### **Accident Prevention**

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report 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**

Because student safety on campus or at school-related events is a high priority of the District, the District provides at-school insurance for all students. Though this insurance also covers students at all school related activities, it is important to note that this is only a supplemental insurance and will not cover all expenses if your child is injured at school. Though an extended 24-hour coverage is also made available to parents, it is also only a supplemental coverage. In order to insure full coverage of students, parents should have a primary health care provider. Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

**Emergency Medical Treatment and Information**

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

**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. Refer to map in classrooms for specific rooms for grades 8-12.

<b>Fire Drill Bells</b>		<b>Tornado Drill Bells</b>	
<b>3 bells</b>	<b>leave the building</b>	<b>1 continuous bell</b>	<b>move quietly but quickly to designated locations</b>
<b>1 bell</b>	<b>halt; stand at attention</b>	<b>2 bells</b>	<b>return to class</b>
<b>2 bells</b>	<b>return to class</b>		

**Emergency School-Closing Information**

In the event of school delays or closings and bus schedule advisories, listen to KLLL radio at 96.3.

**SCHOOL FACILITIES**

**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 disciplinary consequences in accordance with the Student Code of Conduct.

**Pest Control Information**

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact Bo Lance, Superintendent.

**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 the locker is 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 contain articles or materials prohibited by board policy, whether or not a student is present.
- The parent will be notified if any prohibited items are found in the student’s desk or locker.

**Vehicles on campus**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without permission of the student. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in their cars and will be subject to disciplinary action by the District as well as referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

**Drug Detection Dogs/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.

**SEXUAL HARASSMENT/SEXUAL ABUSE/FREEDOM FROM DISCRIMINATION**

**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 in the superintendent’s office. 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, 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.

**Reporting Procedures**

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

**Investigation of 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 board 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. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

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

Sudan 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.

#### **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact the school counselor.

## **SPECIAL PROGRAMS**

### **Overview**

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

### **Options & 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 school counselor at 227-2431 ext. 114 to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards--Rights of Parents of Students with Disabilities. The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the high school counselor at 227-2431 ext. 114. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus [See policy FDB (LOCAL).]

## **STANDARDIZED TESTING: COLLEGE REQUIREMENT**

Many colleges require either the American College Test (ACT) or 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) or Accuplacer.

## **STATE-MANDATED TEST**

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

- Mathematics, annually in grades 8-11, with the aid of technology on any test that includes algebra
- Reading, annually in grades 8 and 9; English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 8, 10, and 11

To receive a high school diploma, students must successfully pass exit-level tests. [See **Graduation Requirements.**]

Beginning with the 2007-08 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English. Parents of a student in grade 8 who do not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision by 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.

Test results will be reported to students and parents; parents may review an assessment test that has been given to their child. [See **Protection of Student Rights.**]

Certain students, such as students with disabilities and students with limited English proficiency may be eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or special education director.

## **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 anabolic steroids or human growth hormone by a healthy student is to a valid medical use and is a criminal offense.

## **STUDENT OFFICES AND ELECTIONS**

In order to qualify to hold a class office, a student council office, or a student council representative, all candidates must meet or exceed the following requirements.

- Candidates must have been enrolled in this school for at least one semester.
- The candidate must have maintained an average of 80 in all academic classes the previous year.
- The candidate must not have been subject to any severe disciplinary action during the current or previous school year.

Any student who betrays the trust placed in him or her by their fellow students as evidenced by severe disciplinary action, dishonesty, or disrespect will be removed from office at the discretion of the principal.

## **STUDENT RECORDS**

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an eligible student is one who is 18 or older OR who is attending an institution of postsecondary education. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

The parents--whether married, separated, or divorced--unless parental 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 a student becomes 18 or is emancipated by the 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 government 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 parental or student permission as appropriate.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's and principal's office can be located in 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 found in policy FNG. [See Report Cards/Progress Reports and Conferences and Student or parent Complaints and Concerns for an overview of the process].

The law permits the district to designate certain personal information about students as "directory information." The 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 a parent or an eligible student. This objection must be made in writing to the principal within 10 days of the child's first day of this school year.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it. Directory information includes: a student's name, address, and telephone number; date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received in school, and most recent previous school attended. Unless the parent object to the use of the child's information, the school will not need to ask permission each time the district wishes to use the information.

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.

Parents or eligible students have the right to file a complaint with the US Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office. The parent's or eligible student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records--such as teachers' personal notes about a student that are shared only with a substitute teacher--do not have to be made available to the parents or student.

### **Special Education Records**

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **STUDENT SCHEDULES**

Student schedule changes will only be allowed for the first two weeks of each semester.

## **SUMMER SCHOOL**

Summer school is strongly recommended for all students who fail one or more semesters of a core



course during the regular school year. Students are also encouraged to take courses during summer school that will allow them to take more advanced courses or a desired elective during the regular term. Students are prohibited from taking classes in summer that directly impact the TAKS, ACT, or SAT tests unless they were taken and failed during the regular term. Students must complete a permission slip that requires the signatures of their parents and the principal before they will be allowed to enroll in summer school. Summer school is provided for all students at no charge at the Pep campus. However, in order to ensure that students take summer school seriously and do not waste school funds, students are required to pay a \$100 deposit. If the student completes the summer course work, the deposit check will be returned. If the student does not complete summer school, Sudan ISD will keep the check to cover the costs pertaining to summer school.

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class; students are required to use these books carefully. The student, as directed by the teacher, must cover all textbooks. Students who are issued a damaged book should report the damage to their teacher immediately on receipt of the book. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian; however, a student will be provided textbooks for use at school during the school day.

## **TRANSPORTATION**

### **School Sponsored**

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

1. The parent personally requests that the student be released to their custody.
2. On the day of the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.
3. Students will not be released into the custody of a minor.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 227-2431 ext.111.

### **Conduct**

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.

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

## **TUTORIALS**

Sudan High School offers tutorials for all students in all subject areas. Students who fail a subject for a six-weeks are required to schedule and attend tutorials. The student is responsible for scheduling tutoring with the teachers. If the specific teacher is not available during the time most convenient to the student, the student should contact the teacher or principal to schedule an appropriate time.

## **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in their cars and will be subject to disciplinary action by the District as well as referral for criminal prosecution. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

### **Parking at school**

Students who drive to school must park in the student parking area provided for that purpose. Because of truck traffic and the danger they present to students, students are absolutely prohibited from parking on FM 303 or the Baptist Church parking lot across the street. Because of the safety risk, students parking in violation of this rule will meet with severe consequences on the first offense. Repeated instances of unsafe operation of a motor vehicle on the school campus will result in the removal of on-campus parking privileges and can result in a student being banned from driving on school property.

## **VIDEO CAMERAS**

For safety purposes, video equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VISITORS**

Parents are welcome to visit the school at any time. For the safety of the school and those within it, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. The district does invite representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

# **SUDAN ISD ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATION SYSTEM ACCESS**

## **Letter to Parents, Teachers, and Students:**

The purpose of our access to the Internet is to promote research and education among the student body and faculty of Sudan ISD. The use of any account must be in accordance with the educational objectives of the Sudan Independent School District. Commercial use is strictly prohibited. The availability and use of the Internet is not a right, but a privilege intended to enhance the curriculum established by the district. The administrators of the computer system within each campus will deem what use is acceptable and what is inappropriate; all decisions will be final and supported by the administration of Sudan ISD.

The Internet is a unique resource that allows the user to connect to numerous other computers around the world. Students and teachers will have the ability to communicate through E-mail with people all over the world. They will be able to access various informational databanks as well as provide information from their own research and experiments to other users of the Internet.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Sudan ISD complies with the Children's Internet Protection Act of 2000. Internet access at Sudan ISD is filtered for educational use.

Sudan ISD requires efficient, ethical, and legal utilization of the resources provided by the district. The responsibility for any infraction lies with the user, and that user will be held accountable. The account of a user not following proper procedures will be restricted or terminated. The administrators will determine if further disciplinary action is required.

In signing the student agreement form and the parental consent form, the parties agree to follow the procedures and accept the terms and conditions set forth in this document. This signature is binding and must be in the possession of the campus administrator to obtain access to the Internet under guardianship of Sudan ISD.

## **Guidelines**

### **I. Warranties**

- A. Sudan ISD makes no guarantee that the system and services provided will be fault proof or without defect and will not be held responsible for the accuracy or quality of any information obtained via the Internet. The district will not be held responsible for any damage that may occur, including but not limited to loss of information, interruption of data, accuracy of data, quality of data obtained or stored on the system. Sudan ISD will not be held responsible for any financial obligations arising through unauthorized purchases or commercial ventures on the system.
- B. Every possible precaution is taken with the privacy of the user in mind but all persons should realize that the Internet is not a secure network and that electronic communication (E-mail) is not always completely private. The campus and SISD accept no responsibility for any damage done directly or indirectly by the inadvertent mishandling of E-mail.

### **II. Copyright**

- A. SISD expects all computer users to abide by all copyright laws and license agreements pertaining to software packages used in the district.
- B. Copying of district owned or personal software is strictly prohibited.
- C. Plagiarizing information from the Internet is an act of theft. Any student caught plagiarizing will be subject to the disciplinary action outlined in the Student Code of Conduct.
- D. Students may add no software to any of the district's computers without permission of the Technology Coordinator. This includes Internet downloading of applications, music, & movie files.

### **III. Security**

- A. Only students authorized to use a computer account may do so.
- B. A secure password will be maintained at all times. Students must keep their password confidential.
- C. Access or the attempt to gain access to passwords or restricted areas will result in termination of computer privileges and/or other penalties determined by the campus administrator.
- D. Users of the campus computer system have a responsibility to inform the technology coordinator if a security problem is suspected or identified.
- E. To maintain security, the district reserves the right to review personal files at anytime. A search will be conducted if there is sufficient suspicion or evidence to warrant an investigation. This will be determined by the campus administrator.
- F. Staff e-mail accounts and class e-mail accounts will be assigned by the Technology Coordinator. Student access of personal Internet e-mail accounts using the school's network is prohibited. Additionally, the use of Internet messenger, Internet phone, MySpace, Facebook, and similar products by students is prohibited
- G. Unsupervised individual student access of Internet chat rooms and other electronic information exchanges between individuals is strictly prohibited. Chat rooms access under the direct supervision of a teacher on an occasion by occasion basis will be allowed as deemed appropriate by the respective teacher.
- H. Knowingly or inadvertently spreading a computer virus will result in a suspension and/or revocation of computer privileges and will be subject to the Student Code of Conduct.
- I. The modification, damage, or destruction of software and hardware is prohibited.
- J. Forgery or attempted forgery of electronic mail messages is prohibited.
- K. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **IV. Personal Safety**

Every effort is made to maintain the integrity of the computer system and to protect the students from unacceptable materials by providing a well-structured and safe learning environment.

Responsibility for personal safety lies with the user by:

- A. Not giving their real name, address, or phone numbers.
- B. Not agreeing to meet with someone who has been met on the Internet without parental knowledge or approval.
- C. Not releasing school information such as addresses or phone numbers.
- D. Realizing that all information is not always accurate or truthful.
- E. Reporting any message or site that the user feels is inappropriate or undesirable.

### **V. District Web Site**

- A. The District will establish a Web site and will develop Web pages that will present information about the District. The technology coordinator will be designated the Webmaster, responsible for maintaining the District Web site. Webmaster classes at Sudan High School will do production and edit work for the District and campus web pages.
- B. The Webmaster classes students will produce and coordinate Web page design that assures representation of the entire district.
- C. Occasional pictures of student activities may be placed on the district's web page. Any parent wishing to exclude any pictures or information about their child from the web page should file the appropriate form with the campus administrative office.

### **VI. Internet Access**

- A. An account agreement must be signed by both parent and student before the student will be allowed access to the Internet. Parents have the right to withdraw permission at any time.
- B. Any material produced to be placed on the Internet must be approved by the building principal. All materials must relate to school or educational activities.

- C. All eligible students will have equal access to the Internet resources. Exploration of the Internet for educational purposes is encouraged, but no single user should monopolize a computer or the network it uses. Size limitations will be imposed on personal files.
- D. An Internet account may not be used for any commercial purpose.

### **VII. Netiquette**

All users are expected to abide by the rules of etiquette when using the network. Following is a list of examples, but the rules are not limited to only these:

- A. Politeness. Verbal abuse is not acceptable.
- B. Appropriate language must be used at all times. The Student Code of Conduct rules apply to language used on the Internet.
- C. Illegal activities are strictly forbidden, and Code of Conduct rules will be enforced.
- D. Personal addresses, phone numbers, and information of students and faculty should not be released on the Internet or through E-mail. No E-mail should be considered private.
- E. Any use of the network that disrupts the ability of others to successfully use the network is prohibited.
- F. Subject headings in E-mail transmission should be used and stated clearly.
- G. Wording should be chosen carefully because context clues or voice inflections are not conveyed over the net.
- H. Harassment, as defined in the Student Code of Conduct, is strictly prohibited and will be dealt with in accordance with SISD policy.
- I. False, defamatory, and/or inflammatory information about another person or information that will damage or disrupt the system is prohibited.

### **VIII. Vandalism**

- A. Vandalism is the malicious attempt to destroy or harm District data or hardware, data of another user of the District's system or any users connected to the Internet. This includes but is not limited to the uploading of viruses and worms.
- B. Deliberate attempts to degrade or disrupt system performance may be viewed as violation of District policy and Student Code of Conduct and, possibly, as criminal activity under applicable state and federal laws.
- C. Monetary responsibility lies with the student and/or parent if repair or replacement of software or hardware is necessary if the damage was caused by careless use or vandalism.
- D. It is the user's responsibility to report any misuse of software or hardware. Knowingly suppressing information about vandalism could result in loss of computer privileges & disciplinary action.
- E. Programs developed to harass are strictly prohibited and will result in loss of computer privileges and disciplinary action.
- F. Vandalism as defined above will result in the cancellation of system use privileges and may require restitution for costs associated with system restoration, hardware or software costs.

### **IX. Consequences of Inappropriate Network Behavior**

Any user who does not comply with this Acceptable Use Policy will lose network privileges for a period of not less than one week. Repeated or severe infractions of the Acceptable Use Policy may result in termination of access privileges permanently. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft under state and/or federal law.

*Sudan Independent School District  
Deterrents to the Use of Drugs  
2003-2004 School Year*

**Objectives**

1. To educate children and adults as to the serious physical, mental, and emotional harm caused by the use of drugs.
2. To provide a deterrent to the use of illegal drugs by students of Sudan ISD.
3. To give students a valid reason to resist peer pressure to use drugs.
4. To maintain a school environment free of drug use and its effect.

**Introduction**

It is the intent and desire of the Sudan Independent School District to promote a drug and alcohol free student body. Members of the Sudan Board of Trustees, District Wide Decision Making Committee, community, parents, and staff, joined forces in the fall of 2003, to address a drug use and abuse problem that had become evident in the preceding months. Evidence that there was a problem with experimentation and use of drugs and alcohol came by way of discussions with students and parents, an increasing number of discipline referrals, and observations of changing behavior patterns in students.

The determination was reached that the school and community must come together and give our kids a reason to say "no" to the use and abuse of drugs. The site-based committee composed of school staff, community members, parents of students, and administrators met in October, 2003. The group came to the consensus that we need to focus in on the following:

- \*\*A rehabilitative plan
- \*\*Increased education for children, parents, and community
- \*\*Use of drug dogs in the school
- \*\*Drug testing

The committee meeting was held to review and revise the plan. The revised plan will be brought to the community in a community-wide meeting. The proposed plan to test all students in extracurricular activities, grades 7-12, with all results reported to the school was presented to the board of trustees of the Sudan ISD at the November 2003 board meeting for their approval. The board of trustees adopted the plan during the December 2003 board meeting, and the drug deterrent policy will be implemented in January 2004. After implementation of this plan, the site-based committee will periodically reconvene to discuss the impact and make recommendations for upcoming school years.

**PROHIBITED BEHAVIOR**

**Illegal Drugs**

The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol, by any student, on or off school property, is strictly prohibited.

**Drug Paraphernalia**

The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia by any student, on or off school property, is strictly prohibited.

**EDUCATION**

Education of students, staff, parents, and the community is an ongoing process. In an effort to increase the effectiveness of the education of the above mentioned groups, we look to use the following means of education:

- \*\*Teacher/Staff Training
- \*\*Texas Prevention Curriculum Guide: Drug and Violence Education
- \*\*Character Education-New Focus and Governor's Character Curriculum
- \*\*Mentoring

- \*\*Counseling-Both Individual and Group
- \*\*Parent Education
- \*\*Community Coordination Activities
- \*\*Community Service Projects
- \*\*Special One Time Events, Assemblies, and Red Ribbon Week
- \*\*Surveys
- \*\*Conflict Resolution Training for Students and Staff
- \*\*Crisis Plan Education

### **USE OF TRAINED DOGS**

The district has the authority to use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances, and alcohol. The objective of this program is to maintain a safe school environment conducive to education. Such visits to school shall be unannounced and will be carried out according to board policy FNF (LEGAL) and FNF (LOCAL).

#### **Students will be notified that:**

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked at school may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If a dog alerts to a locker, a vehicle, or an item in a classroom, it may be searched by school officials, and parents will be notified.
5. If contraband of any kind is found the processing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and student handbook.

### **DRUG TESTING**

#### **Participants**

The Board encourages students to participate in school-sponsored extracurricular activities but believes the opportunity to participate is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in extracurricular activities presents a hazard to the health, safety, and welfare of the student participant. The Board believes testing student participants in school-sponsored extracurricular activities serves the important purpose of detecting and preventing illegal drug and alcohol use among students.

“School-sponsored extracurricular activity” means, without limitation, all interscholastic athletics, cheerleading, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions, or community service projects on behalf of or as a representative of the District.

Students, grades 7-12, who attend Sudan ISD and participate in extracurricular activities, drive to school, or are enrolled in driver training, and all other students who volunteer will be tested.

#### **Contract**

All students who will participate in extracurricular activities, driver education, or drive to school, and their parents/guardian will be required to sign a consent form agreeing to be a part of the drug testing program for Sudan ISD. The form will only have to be signed once and will be valid for the entire time the student is enrolled at Sudan ISD. For the 2003-04 school year, all participating students will take a mandatory drug test on or after January 19, 2004, and all students will be involved in random testing equivalent to a minimum of 20 percent of the group per month, during the year. In subsequent years, all students will again be tested at the beginning of the year. Students entering the district after the first day will be given the test at the random testing date. Parental consent for a student to submit to biological testing is required as a condition, grades 7 through 12, to be able to participate in extracurricular activities, to enroll in driver’s education, or to drive a vehicle to school. Refusal by a student or his/her parent/guardian, to submit to biological testing, will result in a forfeiture of rights to participate in the above named activities. Voluntary participation by students not included in the above named activities is encouraged.



### **Drug Testing Procedures**

Testing will be conducted by licensed professionals, and lab work will be done at a government certified lab. Students and staff will be required to produce a urine sample, which will be divided into two separate bottles and sealed, in the event a confirmation test is needed. Students and/or parents/guardians will have the opportunity to provide information concerning prescription medication being taken by the student. Parents can also request to be in attendance during testing.

### **Confirmation of Positive Test Result**

Testing of a specimen is a two-step process. If the initial screening test is positive, it will be confirmed by a second test, using the gas chromatography/mass spectrometry technique, on the same specimen. A sample shall not be reported as positive unless both tests are positive.

### **Appeal Process**

Parents/guardians of any student testing positive will have an opportunity to request a second test, using the second specimen bottle originally obtained, within seventy-two hours of the initial test. Parents may choose the certified lab to be used for the second test. If the results of the retest are negative, the school district will reimburse the student for the cost of the retest, and the student will remain in good standing. If the retest results are positive, the parents/guardians are responsible for the cost of the retest, and the student will be subject to consequences as per this policy, the student code of conduct, and the student handbook.

### **Confidentiality**

All information relating to biological testing or the identification of persons as users of illegal drugs will be protected by Sudan ISD as confidential, unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the person (parent or guardian) in question. Results of tests will be known only to the parents/guardians of the student in question and to the administrator(s) involved. No action will be taken until the appeal process has been completed. Activity sponsors and coaches will be notified of suspension from activities, after the appeal process is completed.

### **Consequences**

Consequences are cumulative in grades 7-9. Once the student has completed the ninth grade, the consequences are cumulative in grades 10-12. All students coming in new to the district will begin with a clean record. Refer to the student handbooks and Student Code of Conduct for consequences concerning confirmed use and/or admittance of alcohol use, by students on campus or at school-related functions. Consequences for a positive drug test (mandatory, random, or reasonable suspicion) and for confirmed use or admittance of drug use of possession, away from school, are as follows:

### **Additional Testing**

Any student testing positive will be removed from the random testing pool and will be required to be tested at the time of each random testing, for a minimum period of one calendar year from the date of the first offense.

### **Implementation of Plan**

Implementation of the plan will take place in the second semester of the 2003-2004 school year. Participating students, grades 7-12, will have a one time, thirty-day grace period after being notified by mail of the program, prior to mandatory testing being performed. In addition, any student, during the thirty-day grace period, will be allowed to ask for assistance with a substance abuse problem. Any student asking for assistance after the thirty-day grace period will be considered as a first positive test. The voluntary admittance of a substance abuse problem by a student during the first thirty days will result in the individual having the following consequences:

- \*\*Mandatory substance abuse counseling as approved by the Sudan ISD.
- \*\*Mandatory test at the end of thirty days with mandated monthly testing for one calendar year.
- \*\*No suspension from activities unless a subsequent positive test occurs.
- \*\*Will not be considered a first time positive test



## Definitions

**Activities**--Clubs and organizations, band, athletic programs, cheerleading, literary activities, one act play, including all performances, contests, demonstrations, and other events of these above-mentioned activities.

**Biological Testing**--for this plan, the scientific analysis of a specimen (with the exception of reasonable suspicion tests for alcohol, which may be conducted by a urinalysis, breathalyzer, or saliva test) for the purpose of detecting an illegal drug or alcohol.

**Drug Paraphernalia**--any equipment, product, or material that is used, or is intended to be used, to conceal, inject, inhale, or otherwise introduce into the human body, an illegal drug.

**Good Standing**--Having met requirements in order to be able to pursue all educational and extracurricular activities as are available, with no restrictions or consequences.

**Illegal Drug**--any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer, being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to: cannabis substances such as marijuana and hashish, cocaine, heroin, phencyclidine, PCP, and so-called designer drugs, and look-alike drugs.

**Possession**--the presence of any detectable amount of an illegal substance, whether on the person, their personal or assigned property, or in their body system.

**Premises of Sudan ISD**--all property of the school district, including, but not limited to, the facilities and surrounding areas on district-owned or leased property, parking lots, and storage areas. The term also includes school district owned, leased, or used vehicles and equipment, wherever located. According to state law, Sudan ISD extends within 300 feet of school property.

**Random Drug Testing**--a testing process in which selection for testing is made by a method employing objective, neutral criteria, which ensures that every person subject to testing has a substantially equal statistical chance of being selected. This method does not permit subjective factors to play a role in selection.

**Reasonable Suspicion**--based on specific personal observation concerning the appearance, speech, or behavior of the student that indicates the effects of drug or alcohol use. Information provided by a reliable source, if based on personal knowledge, may also constitute reasonable suspicion.

**Under the Influence**--a condition in which a person is affected by a drug or alcohol in any detectable manner.

This page is intentionally left blank.

**Sudan Independent School District  
Parental Consent For Biological Testing**

(For all students, grades 7-12, who are involved in extracurricular activities, drive to school, enrolled in driver's education, or any student volunteering services)

I, \_\_\_\_\_, as a parent or guardian of  
\_\_\_\_\_, a student enrolled in Sudan Jr./Sr. High School hereby  
agree to the following for the duration of his/her enrollment at Sudan ISD:

I understand the school district's policy regarding substance abuse. I understand it is the practice of the district to conduct drug and alcohol tests for the purpose of carrying out this policy.

I understand that my child cannot be compelled to give a biological specimen. I understand that if he/she gives a biological specimen, it will be tested for drugs and/or alcohol. I understand that the giving of a biological specimen, when requested by the school district, is a condition of my child's being in good standing, and is a condition of my child's continued participation in Jr./Sr. High School extracurricular activities. I understand that if a test of my child's specimen reveals an unexplained presence of a drug and/or alcohol, the district will implement the steps associated with the drug testing policy, student handbook, and student code of conduct.

Prescription drugs currently taken as prescribed:

Comments:

At this time, I hereby agree to my child giving a specimen.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID Number

The completed form must be in to the office of the principal by August 29, 2008.

## Consent/Opt-Out Form

Dear Parent:

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

1. political affiliations or beliefs of the student or student's parents;
2. mental or psychological problems of the student or student's families;
3. sexual behavior attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the student has a close family relationship;
6. legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

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

Following are activities requiring notice and consent or opt-out for the 2008-09 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law:

**Surveys concerning private information:** This type of survey is an anonymous survey that asks students questions. If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to the building principal or counselor. Someone will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

A parent must sign and return this consent form no later than August 29, 2008, if you would permit your child to participate in this type of survey.

\_\_\_\_\_ (parent signature)

**Student-Based Commercial Services:** Some school-approved businesses collect, use, and disclose personal information on students. Again, you have the right to review any survey instrument or instrument materials used in connection with any marketing survey. Please submit a request to the school if you so choose to review the materials.

A parent must sign and return this consent form no later than August 29, 2008, if you would permit your child to participate in this type of survey.

\_\_\_\_\_ (parent signature)

**Opt-out for nonemergency physical exam and screening:** This policy is adapted for any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. This is not required for hearing, vision, or scoliosis screenings, or any other screenings/exams required by state law.

**To opt-out:** Contact the building principal, Bryan Davis, at 227-2431, no later than August 29, 2008, if you do not want your child to participate in this activity.

No signature required at this time to opt-out.

# **ACADEMIC PLAN FOR SUCCESS AT SUDAN HIGH SCHOOL**

Bryan Davis, Principal

Sudan High School

It is the goal at Sudan High School for students to receive a high school education, not just a diploma, and to have a plan for academic success for the students. As educators, we endeavor to stimulate each student so that the student will want to secure the finest education possible. The student learns that dedication, sacrifice, and hard work are necessary ingredients in performing any task that will lead to the attainment of a valued goal or a life objective that is worthwhile and meaningful.

As educators in our relationship with the students, we will strive to be aware of the tremendous influence of our position; we teach by example. We will strive to instill the value of a good education and teach the highest ideals and character traits to all students at Sudan High School. As with all good plans, we need the help of you, the parents. All students will be required to keep an assignment notebook that will help keep the parent involved in their child's education. The concept is to have an active approach between the parent and the teacher with an emphasis on the student's progress in the classroom.

## **Rules for the Sudan High School Academic Plan**

1. Always be on time and attend school. This cannot be over-emphasized. Nothing causes a student to struggle in class more than missing the class by being tardy to school or absent from school.
2. Remember that in any classroom the teacher is the absolute authority so follow his/her rules. Show respect at all times. Be a positive leader in the classroom.
3. Before class starts, make sure you have your materials, your notebook or book is open, and you have a pen or pencil ready to write.
4. Once class starts, be quiet and attentive to the teacher.
5. Every student who has a 74 or below will be required to attend a weekly tutorial during Activity Period.
6. Make sure that you record your daily assignments, homework, tests, etc. in your assignment notebook and complete your assignments by the due date. Your parent must sign-off that you have completed your assignments. \*(see assignment notebooks)
7. JUST DO IT!!! Getting an education does require work...something you can do if you apply yourself.

## **Assignment Notebooks**

In most cases,, the student is at risk academically because homework is incomplete for whatever reason. The assignment notebook will list all assignments, homework, tests, etc. and the due date of each and any grades the student received for classes. The student will take the assignment notebook home for the parent to initial that they have seen it, and the student has completed the assignments. The parent knows about the assigned homework and any grades that have been recorded. If the initials of the parent are not in the assignment notebook, then consequences will occur. Another important part of achieving a quality education is that the student learns how to study outside the classroom (homework). As a parent, when you initial the assignment notebook, you are stating that you are aware of your child's grades and homework assignments. To help your child achieve academic success, it is important that students learn how to study, and parents should require that their child study at home. Please use the following list to help your child study and become the best student that they can be.

While you are studying, look at your notebook or textbook and read what you are trying to memorize. Then use your study strategies to learn the material. The new material should come to you shortly after you study material for the first time. The early review acts as a check on forgetting and helps you remember far longer. Frequent reviews throughout the course can pay you well--in pretest, peace of mind. Repetition, Repetition, Repetition!!!

The following list is a suggestion on ways to encourage productive study habits that will help your child:

### **Ten Ways to Study that Work**

1. **MAKE AND KEEP A STUDY SCHEDULE:** Set aside certain hours each day for homework. Keep the same schedule faithfully from day to day. The amount of time needed to study will vary with the individual student and the courses on his/her schedule.
2. **STUDY IN A SUITABLE PLACE--THE SAME PLACE EACH DAY:** Is lack of concentration your study problem? Experts tell us that the right surroundings will help you greatly in concentration. Your study desk or table should be a quiet place, as free from distractions as possible. You will concentrate better if you study in the same place every day.
3. **COLLECT ALL THE MATERIALS YOU NEED BEFORE YOU BEGIN:** Your study desk or table should have certain standard equipment--paper, pencil, eraser, and dictionary. For certain assignments you will need a ruler, paste, compass, or scissors. With all your materials at hand you can study without interruption.
4. **DON'T WAIT FOR INSPIRATION TO STRIKE--IT PROBABLY WON'T:** We can learn a lesson about studying from observing an athlete. Can you imagine seeing an athlete who is training for a mile sitting on the field waiting for inspiration to strike before he/she starts to practice? He/she trains strenuously day after day whether he/she wants to or not. Like the athlete, we need to train for our tests by doing the things we are expected to do over a long period of time.
5. **A WELL KEPT NOTEBOOK CAN HELP RAISE YOUR GRADES:** Guidance counselors tell us that there is a definite relationship between the orderliness of a student's notebook and the grades earned. Set aside special section for each of the subjects on your schedule. When your teachers announce important due dates for tests, you'll find how priceless orderly notes can be.
6. **MAKE A CAREFUL RECORD OF YOUR ASSIGNMENTS:** Why lose time phoning all over town to find someone who knows the assignment? Put it down in black and white---in detail---in a second place in your notebook. Knowing just what you are expected to do and when you are expected to do it is the first long step toward completing important assignments successfully.
7. **USE "TRADE SECRETS" FOR SUCCESSFUL STUDY:** Flash cards are "magic helpers". On the front of a small card you can write an important term in history, math, English, science, etc., and on the back, a definition or an important fact about that term. Carry your flash cards with you. At times take them out and ask yourself the meaning of the term. If you don't know, turn to the other side and review the answer. The "divided pages" is another trick of the study trade. Make a dividing line down the center of a sheet of notebook paper. Then write important questions on the left side and the answers on the right side. Use the "self-recitation" method of study. Cover the right hand side and try to give the answer. Then check and recheck until you're sure you know the material. A simple, but effective, study device is a "cover card". As you are studying, look at your notebook or textbook and read what you are trying to memorize. Then use your "cover card" to conceal what you have just read, and try reciting or writing the facts from memory. Check until you are sure you have mastered these facts.
8. **GOOD NOTES ARE YOUR INSURANCE AGAINST FORGETTING:** Learn to take notes efficiently as your teachers stress important points in class and as you study your assignments. Good notes are a "must" for "just" before the test reviewing. Without notes, you will often need to reread the whole assignment before a test. With good notes you can recall the main points to mind in just a fraction of the time. The time you spend in taking notes is not time lost, it is time saved.
9. **PERHAPS YOU'VE ASKED, "HOW CAN I REMEMBER WHAT I'VE STUDIED?" ONE SECRET OF LEARNING IS OVER-LEARNING:** Psychologists tell us that the secret of learning for the future is over-learning. Over-learning is continuing your study after you have learned the material well enough to just barely recall it. Experts suggest that after you can say, "I have learned the material," you should spend the available time to study. In an experiment study, students who over-learned the material remembered four times as much after 28 days have passed.
10. **FREQUENT REVIEWS WILL PAY YOU WELL--IN KNOWLEDGE, GRADES, AND CREDITS:** Without review, the average student can forget 80% of what he/she read in just two weeks! Your first review should come shortly after you study material for the first time. The early review acts as a check on forgetting and helps you remember far longer. Frequent reviews throughout the course can pay you well--in pretest peace of mind. Repetition, Repetition, Repetition!!

With educators and parents working together, all students at Sudan High School can be academically successful. I challenge you as a parent to become an integral part of your child's educational experience.



## IMPORTANT NUMBERS

### SCHOOL PHONE NUMBERS

Sudan School: 227-2431  
 Administration Fax: 227-2146  
 High School Fax: 227-2121  
 Field House Fax: 227-2261  
 SCoReNet/ITV Fax: 227-2443  
 Interior ITV Lab Fax: 227-2208  
 Interior ITV Lab Phone: 227-2208

### SCHOOL ADDRESSES

Administration: PO Box 249  
 High School: PO Box 659  
 Elementary: PO Box 659  
 Tax Office: PO Box 479  
 Zip Code: 79371

### EXTENSION NUMBERS

ROOM 103	COMPUTER	103
T. SCISSON	BUSINESS	110
B. LANCE	SUPERINTENDENT	111
L. GONZALES	H.S. SECRETARY	112
B. DAVIS	H.S. PRINCIPAL	113
L. SHAW	COUNSELOR	114
H.S. TEACHERS	H.S. INNER OFFICE	115
K.. CARR	AG SHOP	116
J. BELLGARDT	BAND	117
J. HARRIS	KITCHEN	118
M. SCISSON	INDUSTRIAL ARTS	119
J. COOPER	GIRLS BB COACH	120
W. SWARB	BOYS BB COACH	121
S. RICHARDS	NURSE	122
S. HARRELL	ELEM. PRINCIPAL	123
L. GIPSON	ELEM. WORKROOM	124
J. ROBERTSON	TECHNOLOGY	125
V. STOUT	SUPT. SECRETARY	128
C. LEGG	ELEM. WORKROOM	129
S. BAKER	ASST. TECH.	130
P. FORD	TAX OFFICE	131
C. SAIN	JOURNALISM	132
L. WHITLEY	HOME ECONOMICS	133
K. RICHARDS	MAINTENANCE	134
P. LOWRANCE	ELEM. LIBRARY	135
M. HARPER	H. S. LIBRARY	136
C. LEGG	BUS BARN	140
R. MILLER	AUTO MECHANICS	141
C. FAMBRO	FIELD HOUSE	142
P. CHESTER	PRE-KINDERGARTEN	143
ISS	ISS	144
D.J./SCORENET	ITV LAB 2	145
P. FORD	OPERATOR	200

## **UIL** **(University Interscholastic League)**

The University Interscholastic League was created by The University of Texas at Austin to provide leadership and guidance to public school debate and athletic teachers. Since 1909 the UIL has grown into the largest interschool organization of its kind in the world.

The voluntary-membership, non-profit organization exists to provide educational extracurricular academic, athletic, and music contests. The initials UIL have come to represent quality educational competition administered by school people on an equitable basis.

The purpose of the UIL is to organize and properly supervise contests that assist in preparing students for citizenship. It aims to provide healthy, character building, educational activities carried out under rules providing for good sportsmanship and fair play for all participants.

Sensible organized competition under proper controls has demonstrated its value and has furnished inspiration to talented students for many years. The UIL does not provide a contest for every student but does fill the need for those with the physical and intellectual capacity to excel in activities beyond the classroom. The UIL has the active support of most of the school executives, teachers, and citizens in Texas.

The following Sudan ISD teachers serve as coaches for these high school UIL literary events:

DJ Provence	Accounting & Computer Applications
Guthry Edwards	Social Studies & Current Events
Belinda Steinbock	Science
Janice Warren	Literary Criticism
MaryEllen Robertson	Spelling & Ready Writing
Jonathan Robertson	One Act Play, LD Debate, CX Debate, Computer Science
Chris Fambro	Number Sense
Jana Synatschk	Calculator, One Act Play
Dyke Gaston	Mathematics
Cheri Sain	Persuasive Speaking, Informative Speaking, Editorial Writing, News Writing, Feature Writing, Headline Writing, Prose Interpretation, & Poetry Interpretation, One Act Play

# STUDENT CODE OF CONDUCT

## **Purpose**

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems. The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Sudan Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled. Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## **School District Authority and Jurisdiction**

School rules and the authority of the district to administer discipline 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:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

### **Reporting Crimes**

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

### **Revoking Transfers**

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## **Standards for Student Conduct**

Each student is expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet district and campus standards of grooming and dress.
6. Obey all campus and classroom rules.
7. Respect the rights and privileges of students, teachers, and other district staff and volunteers.
8. Respect the property of others, including district property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Adhere to the requirements of the Student Code of Conduct.

### **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, and/or Expulsion for certain serious offenses and expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

The district prohibits the following:

#### **Disregard for Authority**

Students shall not:

1. Fail to comply with directives given by school personnel (insubordination).
2. Leave school grounds or school-sponsored events without permission.
3. Disobey rules for conduct on school buses.
4. Refuse to accept discipline management techniques assigned by a teacher or principal.

#### **Mistreatment of Others**

Students shall not:

1. Use profanity or vulgar language or make obscene gestures.
2. Fight or scuffle. (For assault see DAEP Placement and Expulsion)
3. Threaten a district student or employee or volunteer including off school property if the conduct causes a substantial disruption to the educational environment.
4. Engage in bullying, harassment, and making hit lists. (See glossary for all three terms)
5. Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person including a district student, employee, or volunteer.
6. Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
7. Engage in inappropriate or indecent exposure of private body parts.
8. Participate in hazing (see glossary).
9. Cause an individual to act through the use of/or threat of force (coercion).
10. Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
11. Engage in inappropriate verbal, physical, or sexual conduct directed toward another person including a district student, employee, or volunteer.
12. Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

#### **Property Offenses**

Students shall not:

1. Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

2. Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
3. Steal from students, staff, or the school.
4. Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

### **Possession of Prohibited Items**

Students shall not possess or use:

1. fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
2. a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
3. a “look-alike” weapon;
4. an air gun or BB gun;
5. ammunition;
6. a stun gun;
7. a pocketknife or any other small knife;
8. mace or pepper spray;
9. pornographic material;
10. tobacco products;
11. matches or a lighter;
12. a laser pointer for other than an approved use; or
13. any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

### **Possession of Telecommunications Devices**

Students shall not:

1. Turn on or use a cellular telephone or other telecommunication device on school property during the school day.

### **Illegal, Over the Counter, and Prescription Drugs**

Students shall not:

1. Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
2. Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
3. Possess or sell look-alike drugs or items attempted to be passed off as drugs or contraband.
4. Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or being under the influence of another person’s prescription drug on school property or at a school related event. (See glossary for abuse)
5. Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.
6. Abuse over the counter drugs (See glossary for abuse)
7. Be under the influence of prescription or over the counter drugs that cause impairment of the physical or mental faculties. (See glossary for under the influence)

### **Misuse of Computers and the Internet**

Students shall not:

1. Violate computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent or student.
2. Use the Internet or other electronic communications to threaten students, employees, or district volunteers including off school property if the conduct causes a substantial disruption to the educational environment.
3. Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal including off school property if the conduct causes a substantial

disruption to the educational environment..

4. Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
5. Attempt to access or circumvent passwords or other security related information of the district, students, or employees, or upload or create computer viruses, including off school property, if the conduct causes a substantial disruption to the educational environment.
6. Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district's system, including off school property, if the conduct causes a substantial disruption to the educational environment.

### **Safety Transgressions**

Students shall not:

1. Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
2. Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
3. Make false accusations or perpetrating hoaxes regarding school safety.
4. Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
5. Throw objects that can cause bodily injury or property damage.
6. Discharge a fire extinguisher without valid cause.

### **Miscellaneous Offenses**

Students shall not:

1. Violate dress and grooming standards as communicated in the student handbook.
2. Cheat or copying the work of another.
3. Gamble.
4. Falsify records, passes, or other school-related documents.
5. Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
6. Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

## **Discipline Management Techniques**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### **Students with Disabilities**

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.



## **Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

1. Verbal (oral or written) correction.
2. Cooling-off time or “time-out.”
3. Seating changes within the classroom.
4. Temporary confiscation of items that disrupt the educational process.
5. Rewards or demerits.
6. Behavioral contracts.
7. Counseling by teachers, counselors, or administrative personnel.
8. Parent-teacher conferences.
9. Grade reductions as permitted by policy.
10. Detention.
11. Sending the student to the office or other assigned area, or to in-school suspension.
12. Assignment of school duties such as cleaning or picking up litter.
13. Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
14. Penalties identified in individual student organizations’ extracurricular standards of behavior.
15. Withdrawal or restriction of bus privileges.
16. School-assessed and school-administered probation.
17. Corporal punishment.
18. Out-of-school suspension, as specified in the Suspension section of this Code.
19. Placement in a DAEP, as specified in the DAEP section of this Code.
20. Placement and/or Expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
21. Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
22. Other strategies and consequences as determined by school officials.
23. Expulsion, as specified in the Expulsion Section of this Code.

## **Notification**

The principal or appropriate administrator will notify a student’s parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

## **Appeals**

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal’s office or the central administration office or through Policy On Line at the following address: (<http://www.sudanisd.net>).

Consequences will not be deferred pending the outcome of a grievance.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal’s office as a discipline management technique. The principal may then employ additional techniques.

### **Formal Removal**

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator. At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

### **Returning Student to Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Suspension**

### **Misconduct**

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, or
3. A student's disciplinary history.

### **Process**

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made. The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

## **Disciplinary Alternative Education Program (DAEP) Placement**

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student may be placed in DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

#### **Misconduct Identified in State Law**

In accordance with state law, a student may be placed in a DAEP for any one of the following offenses:

1. Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society, or gang. (See glossary)
2. Any criminal mischief, including a felony.
3. Involvement in criminal street gang activity. (See glossary)

In accordance with state law, a student may be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### **Mandatory Placement: Misconduct That Requires DAEP Placement**

A student **must** be placed in a DAEP if the student:

1. Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
2. Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
3. Engages in expellable conduct and is between six and nine years of age.
4. Commits a federal firearms violation and is younger than six years of age.
5. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
6. Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

- The student receives deferred prosecution (see glossary),
- A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
- The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

### **Sexual Assault and Campus Assignments**

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents or another person with the authority to act on behalf of the victim request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### **Emergencies**

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis.

### **Process**

Removals to a DAEP will be made by the building principal.

#### *Conference*

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

#### *Placement Order*

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code. If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

### **Length of Placement**

The duration of a student's placement in a DAEP will be determined by the building principal. The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

#### *Exceeds One Year*

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

#### *Exceeds School Year*

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement. For placement in a DAEP to extend beyond the end of the school year, the building principal must deter-

mine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code. *Exceeds 60 Days*

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

### **Appeals**

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: <http://www.sudanisd.net>.

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

### **Restrictions during Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district will provide transportation to students in a DAEP.

For seniors assigned to a DAEP who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

### **Placement Review**

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the building principal at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### **Additional Misconduct**

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### **Notice of Criminal Proceedings**

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### **Withdrawal during Process**

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### **Newly Enrolled Students**

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district. If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### **Emergency Placement Procedure**

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

### **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the education code provides unique procedures and specific consequences.

#### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom in determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or designee determines that the student's presence:

1. Threatens the safety of other students or teachers
2. Will be detrimental to the educational process, or
3. Is not the best interests of the district's students

#### **Review Committee**

At the end of the first semester of the student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance to state law, to review the student's placement. The committee will recommend



if the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or the designee shall follow the committee's recommendation. The placement review of a student with a disability who receives special education services must be made by the ARD committee.

#### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

#### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or designee, the student, the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board and its designee under this section is final and may not be appealed.

#### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP placement or expulsion sections, in accordance to Education Code 37.0081, a student may be expelled or placed in either DAEP or JJAEP if the board or designee makes certain findings in the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

1. Have received deferred prosecution for conduct defined as a Title 5 felony offense;
2. Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
3. Have been charged with engaging in conduct defined as a Title 5 felony offense;
4. Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
5. Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and/or placement under these circumstances regardless of:

1. The day on which the student's conduct occurred;
2. The location on which the conduct occurred;
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

#### **Hearing and Required Findings**

The student must first have a hearing before the board or designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the presence of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

#### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

#### **Newly Enrolled Students**

A student who enrolls in the district before the completing a placement under this section from another school district must complete the term of the placement.

### **Expulsion**

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

## **Discretionary Expulsion: Misconduct That May Result in Expulsion**

### **Any Location**

A student **may** be expelled for:

1. Engaging in the following no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Criminal mischief, if punishable as a felony.
2. Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
3. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

### **At School, Within 300 Feet, or at School Event**

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

### **Within 300 Feet of School**

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).
- Continuous sexual abuse of a child or children.

### **Property of Another District**

Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

### **While in DAEP**

Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

## **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Federal Law**

Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

1. Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife, such as a knife with a blade over 5 inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)

2. Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Continuous sexual abuse of a young child or children.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed expulsion offenses with the exception of a federal fire-arm offense, on or off school property or at a school-related activity.

### **Under Age Ten**

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

### **Emergency**

In an emergency, the principal or the principal’s designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

## **Process**

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

1. Another appropriate classroom
2. In-school suspension
3. Out-of-school suspension
4. DAEP

## **Hearing**

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the superintendent authority to conduct hearings and expel students.

## **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

## **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the board's designee will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

## **Length of Expulsion**

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis. Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

### **Withdrawal during Process**

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

### **Additional Misconduct**

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

### **Restrictions during Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

### **Newly Enrolled Students**

The district will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

### **Emergency Expulsion**

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

### **DAEP Placement of Expelled Students**

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

- A. Any vegetation, fence, or structure on open-space land; or
- B. Any building, habitation, or vehicle:
  - 1. Knowing that it is within the limits of an incorporated city or town;
  - 2. Knowing that it is insured against damage or destruction;
  - 3. Knowing that it is subject to a mortgage or other security interest;
  - 4. Knowing that it is located on property belonging to another;
  - 5. Knowing that it has located within it property belonging to another; or
  - 6. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

- A. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- B. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is 3 or more persons having a common identifying sign or symbol or identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.



**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- A. Cause action by an official or volunteer agency organized to deal with emergencies;
- B. Place a person in fear of imminent serious bodily injury; or
- C. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

- A. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
- B. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Persistent misbehavior** is two or more violations of the Code in general or repeated occurrences of the same violation.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Public School Fraternity, Sorority, Secret Society, or Gang** means an organization composed of wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in the school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121 (d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious offenses** include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Terroristic threat** is a threat of violence to any person or property with intent to:

- A. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- B. Place any person in fear of imminent serious bodily injury;
- C. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- D. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- E. Place the public or a substantial group of the public in fear of serious bodily injury; or
- F. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug, alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.