

# SUDAN HIGH SCHOOL

## STUDENT CODE OF CONDUCT



*2004-2005*

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**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 on pages 45-49 of this handbook and agree to abide by the stated provisions.

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

**Parent Agreement**

I have read the Acceptable Use Policy located on pages 45-49 of 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 \_\_\_\_\_

## 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 September 1st. 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,

Buddy Lowrance, Superintendent of Schools

**Acknowledgment of Receipt of Student Code of Conduct  
and  
Parent/Student Handbook**

STUDENT'S NAME \_\_\_\_\_

Please Print

GRADE LEVEL \_\_\_\_\_ DATE \_\_\_\_\_

I understand and consent to the responsibilities outlined in the District's Student Conduct. I also understand and agree that my child will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, federal law requires that 'directory information' be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed with ten school days of the time this handbook was issued to the student. Directory information includes the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and the most recent school attended. In exercise of this right to object, I have marked through the items of directory information listed above that I wish the District to withhold.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE

**THIS FORM MUST BE RETURNED TO THE PRINCIPAL'S OFFICE OF SUDAN HIGH SCHOOL BEFORE SEPTEMBER 2, 2004.**

If this form is not signed and returned by September 2, 2004, it will be assumed that you agree with and accept the policies and rules as stated.

## 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.

Hollis W. Lowrance has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Hollis W. Lowrance 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**, is 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.

# SUDAN HIGH SCHOOL

## 2004-2005 SCHOOL CALENDAR

August 17	First Day of School
September 6	Labor Day Holiday
September 24	End of First Six-Weeks
September 27	Begin Second Six-Weeks
October 11	Parent Conference/Staff Develop. Day
November 5	End of Second Six-Weeks
November 8	Begin Third Six-Weeks
November 25-26	Thanksgiving Holiday
December 21	End of Third Six-Weeks
December 22	Teacher Work Day
Dec. 23- Jan. 3	Christmas Holidays
January 4	Begin Fourth Six-Weeks
January 21	School Holiday
February 18	End of Fourth Six-Weeks
February 21	Staff Develop. Day/Parent Conference
February 22	TAKS 9th, 10th, 11th Language Arts
February 22	Begin Fifth Six-Weeks
March 14-18	Spring Break
March 21	RPTE Testing
March 28	Easter Holiday
April 8	End of Fifth Six-Weeks
April 11	Begin Sixth Six-Weeks
April 18	Bad Weather Make Up Day
April 19-22	TAKS Test 8Math, Reading, Soc.Studies; 9 Math; 10&11 Science, Math, & Social Studies
May 6	School Holiday
May 13	Bad Weather Make Up Day
May 25	Eighth Grade Graduation-6:30 PM
May 26	Last Day of School
May 27	High School Graduation-8:00 PM
May 27	Teacher Workday

## **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

## **BELL SCHEDULE**

<b>First Period</b>	<b>8:20--9:08</b>
<b>Second Period</b>	<b>9:12--9:57</b>
<b>Third Period</b>	<b>10:01--10:46</b>
<b>Break</b>	<b>10:46--11:00</b>
<b>Fourth Period</b>	<b>11:04--11:52</b>
<b>Fifth Period</b>	<b>11:56--12:44</b>
<b>Lunch</b>	<b>12:44--1:14</b>
<b>Sixth Period</b>	<b>1:18--2:06</b>
<b>Seventh Period</b>	<b>2:10--2:58</b>
<b>Eighth Period</b>	<b>3:02--3:50</b>

## **ADVANCED PLACEMENT/CREDIT BY EXAM**

(See Credit by Exam)

## 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 Physics, Chemistry, Calculus, Biology, Art, and English, (grammar and composition.) 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.

Though the grade received in the AP class will count as a high school credit, in order for a college or university to award credit toward a degree plan, the student must pass an AP Exam on the subject. Though nearly all colleges and universities in the nation accept AP Exams for credit, some of them require a higher score on the exam than others. For more information on college credit, please contact the AP course teacher or Mr. Willingham, the high school counselor, at 227-2336.

## 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 **must** attend school and District-required 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. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then 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, from required special programs, such as basic skills for ninth graders, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

- 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 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 Committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. 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.

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).

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.

**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.

pal. 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.

[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 on page 14 and Academic Counseling on page 20.]

**CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from the High School 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**

Six Varsity and three Junior Varsity Cheerleaders are elected at the end of the school year to serve the following year. The Varsity cheerleaders are chosen from the current 9th, 10th, and 11th grades. The six that have the greatest scores from the student vote, outside judges, and teacher evaluations will serve as Varsity Cheerlead-

ers. The Junior Varsity cheerleaders are chosen in the same manner from the current 8th and 9th grades. A head cheerleader will be chosen from the Varsity cheerleaders.

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.

## Rank Table

Grade	Advanced	Regular
<b>90-100</b>	<b>5.5-6.5</b>	<b>4.5-5.5</b>
<del>80-89</del>	<del>4.5-5.4</del>	<del>3.5-4.4</del>
<del>70-79</del>	<del>3.5-4.4</del>	<del>2.5-3.4</del>
<del>≤70</del>	<del>0</del>	<del>0</del>

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 on page 20 and Graduation Requirements on page 27.]

### 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 simply by a phone call or conference with the teacher. 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 first raise the complaint with the campus princi-

pal. If unresolved, a written complaint and 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 on page 36.]
- 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 on page 38.]
- 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.

[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 District has developed 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.

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**

Students may not have paging devices or cellular telephones while on school property during regular school hours. Students who break this rule will have their paging devices or cellular telephones confiscated and will be disciplined according to the Student Code of Conduct.

### **Parties and Social Events**

The rules of good conduct and grooming will be observed at school social events held

outside the regular school day. 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 party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

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

Unwanted and unwelcome 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:

- Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without the authorization from an administrator.
- Interfere with an authorized activity by seizing control of all or part of a building.
- Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use force, violence, or threats to cause disruption during an assembly.
- Interfere with the movement of people at an exit or an entrance to District Property.
- Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupt 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.
- Interfere 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 and 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, see page 36.

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) for graduation credit. Students in grades 9-12 may earn credits to-

ward 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, 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** on page 27 and **Class Ranking** on page 14.]

Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses that best prepare them. 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.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation 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.

[See policies at EIC and FJ.]

### **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

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or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. [For more information, see policy EEJA.]

## **CREDIT BY EXAMINATION**

### **Without 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 the 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.]

### **With 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 2004-2005 school year include:

#### Date Scheduled

1st Week of December 2004

1st Week of May 2005

Contact Mr. Willingham 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 MATERIAL**

### **School Materials**

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

### **Nonschool Materials**

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a nonstudent without the approval of the principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

## **DRESS AND GROOMING**

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

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and assert authority. Students shall come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others.

The District prohibits clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits baggy pants, crop tops or midriffs, 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 (L). Shorts may be worn the first and last six weeks of school if they extend to one inch past the extended fingers on the thigh. All belts must be buckled and worn through loops. The student and parent may determine the student's personal dress and grooming standard, provided with the general guidelines listed below and the districts dress code.

Violations of the dress code will result in assigned lunch detention.

**Students will be expected to meet the following guidelines for dress:**

- Students may not wear, as outer clothing, any clothing that is designed to be worn as an undergarment. At no time should undergarments be visible.
- Students may not wear muscle shirts, tank tops, half shirts, fish net type mesh shirts, halter tops, or sheer type shirts or blouses. All shirts and blouses must be of sufficient length so as not to expose the midriff and should be appropriately buttoned.
- Walking shorts or split skirts may be worn. The shorts (and girl's dresses/skirts) should be at least one inch longer than fingertip length. No biker shorts, wind shorts, gym shorts, or cutoffs will be allowed. Students may not wear excessively tight or body form-fitting clothing.
- Appropriate footwear must be worn.
- Students may not wear clothing that contains pictures or writing that is lewd, offensive, vulgar, obscene, satanic, or tobacco/alcohol/drug advertisements.
- Students may not wear clothing that has holes in it or is torn to expose the body or undergarments.
- Boys may not wear earrings or facial hair, and must keep their hair cut above the collar.
- Students cannot wear nose-rings or rings in any other body part.
- Students should avoid extremes in hairstyles that attract so much attention they interfere with the classroom learning environment. Examples include Mohawks, unusually died or colored hair, and shaved designs in the hair. Hair shall be kept clean and reasonably groomed.
- Caps and hats are not to be worn inside the building.
- Loose fitting pants that hang onto the buttocks are not acceptable school attire.

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.

If the principal, or his designee, 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 may be assigned in-school suspension for the remainder of the day or until the problem is corrected.

## **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 district. The course is normally taught the last part of the spring semester with the driving portion occurring during the summer. The fee for Driver Ed 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, 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 and 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. While many of the activities are governed by the University Interscholastic League—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- 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. 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.

[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 depos-

its, 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** on page 42.]
- 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

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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 |

### 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** on page 42.]

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** on page 20 and **Graduation Requirements** on page 27.]

## 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, see policy FFAB.]

## **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 notified 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 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### **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. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

### **Notification of Law Violations**

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

[For further information, see policy GRA.]

## **MEDICINE AT SCHOOL**

A student who must take a prescription (or nonprescription) medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled container, to the office. The principal will either give the medicine at the proper times or give the student permission to take the medication as directed.

[For further information, see policy FFAC.]

## **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 5.5 in the core courses as well as an overall cumulative grade point average of 5.5. 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 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 in 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 pre-school 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, if 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 (227-2336) 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: 227-2336 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**, pg. 20.]

- 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 227-2336 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** on page 34.]
- 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) application 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** on page 39.]
- 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.]

## **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 require, encourage, 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.

Please be aware that the new requirements effective for fifth graders in the 2004-05 school year and eighth graders in the 2007-08 school year will condition promotion on the student's satisfactory performance on the TAKS examinations. Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance. [For further information, see policies at EHBC, EI, 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, 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. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

### **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.

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 during 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 will 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 ensure 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 safety hazards, such as intruders on

campus.

- 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 will 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.

### **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 in the coming years--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 H. W. Lowrance, 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 the 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 they contain articles or materials prohibited by district 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. 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**

Sudan ISD utilizes trained dogs to search school premises including lockers and private vehicles in school parking lots for illegal substances with or without the presence of the student.

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently present.

Trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion.

## **SEXUAL HARASSMENT/SEXUAL ABUSE**

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal, or Mr. H. W. Lowrance, who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense, and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first with the student will ordinarily be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible but no later than seven calendar days of receipt of the complaint. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint by the principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and /or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and /or parent's signature, and the date of the conference with the principal or the Title IX coordinator. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the district's policy manual.

## **SPECIAL PROGRAMS**

### **Overview**

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the 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 Mr. Willingham at 227-2336 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 their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards--Rights of Parents of Students with Disabilities.

## **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**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is the custodian of all records for currently enrolled students. The Superintendent is custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interest are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with

which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data;
- Investigating or evaluating programs.

The parent's or 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 on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. [For further information, see policy FL.]

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the district will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG (LOCAL) for the complaint procedure. Parents or the student have the right to file a complaint with the US Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge;

or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Directory information includes: a student's name, address, and telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

#### **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 provided for all students at no charge at the Pep campus. 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.

### **TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in Reading/English Language Arts, Math, Science, and Social Studies. If you would like to see a schedule of these tests, please contact the school counselor.

[See **Promotion** on page 33.]

To receive a high school diploma, students must successfully pass exit-level tests. [See **Graduation Requirements** on page 27.]

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** on page 33.]

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.

## **TEXTBOOKS**

State-approved textbooks are provided 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.

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 227-2336.

### **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, band 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.
- 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.

## **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.

### **ZAP (Zeros Aren't Permitted)**

The ZAP program simply means students do not have the option to leave homework undone and take a zero. The purpose of the ZAP program is to insist that all students give as much effort as is required to excel in their schoolwork. In return, all teachers have promised not to give "busywork" assignments for homework.

A student who does not bring their assignment when it is due will receive a lunch detention. The detention will be held during the first part of the lunch break. The following day, the student must turn in the assignment.

## **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 always completely private. The campus and SISD accept 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 the permission of the Technology Coordinator. This includes Internet downloading of applications, music, and 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, 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 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 and 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.

## IMPORTANT NUMBERS

Sudan School: 227-2431

Administration Fax: 227-2146

High School Fax: 227-2121

Field House Fax: 227-2261

S-CoReNet/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

### EXTENSION NUMBERS

ROOM 103	COMPUTER	103
L. HILL	BUSINESS	110
B. LOWRANCE	SUPERINTENDENT	111
L. GONZALES	H.S. SECRETARY	112
B. DAVIS	H.S. PRINCIPAL	113
R. WILLINGHAM	COUNSELOR	114
H.S. TEACHERS	H.S. INNER OFFICE	115
K.. CARR	AG SHOP	116
E. TROYER	BAND	117
J. HARRIS	KITCHEN	118
M. SCISSON	INDUSTRIAL ARTS	119
C. STOUT	GIRLS COACH	120
M. WARREN	BOYS BB COACH	121
S. FOLEY	NURSE	122
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## **Deterrents to the Use of Drugs**

### **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.